



**Missouri**

**Southern**

**College**

**Announcements . . 1965—1966**



# Missouri Southern College

Operated by

## THE JUNIOR COLLEGE DISTRICT OF JASPER COUNTY, MISSOURI

Announcements and  
General Information

**ISSUE FOR**  
1965 - 1966

**ACCREDITED**

State Department of Education  
North Central Association of Colleges and Secondary Schools

## **MEMBERSHIPS**

American Association of Junior Colleges  
American Association of Collegiate Registrars and Admissions  
Officers  
National Junior College Athletic Association  
North Central Association of Colleges and Secondary Schools  
Council of North Central Junior Colleges  
Higher Education Division of the National Education Association  
Missouri College Newspaper Association  
Missouri Association of Collegiate Registrars and Admissions  
Officers  
Interstate Athletic Conference  
National Commission on Accrediting







# Missouri Southern College

## Joplin, Jasper County, Missouri



## TABLE OF CONTENTS

THE BOARD OF TRUSTEES.....	5
THE SCHOOL CALENDAR .....	6
THE COLLEGE STAFF .....	7
COLLEGE PICTURES .....	16, 18, 27, 38, 58, 68
SECTION 1:	
GENERAL INFORMATION .....	12
Historical Statement .....	12
Purposes .....	12
Accreditation .....	13
Armed Service Information.....	13
Adult Education .....	13
Building and Equipment .....	13
Student Personnel Services .....	14
Instructions to New Students.....	18
GENERAL REGULATIONS .....	19
Admission .....	19
Advanced Standing Examination .....	20
Requirements for Graduation .....	20
Grades and Grade Reports .....	21
Honors at Graduation .....	21
Quantity and Quality of Work.....	22
Class Attendance .....	22
Withdrawals .....	22
Changes in Programs .....	22
Classification of Students .....	23
Expenses and Payments .....	23
Students' Activities .....	25
SECTION 2:	
Explanation .....	30
Agriculture Curriculum .....	30
Nursing Curriculum .....	31
Arts and Science Curriculum .....	32
Business Administration Curriculum .....	33
Business, General .....	34
Business, General (one year) .....	35
Dental Curriculum .....	36
Engineering Curriculum .....	37
General Culture Curriculum .....	38
Journalism Curriculum .....	39
Law Curriculum .....	40
Medical Curriculum .....	41
Medical Technologist Curriculum .....	42
Music Curriculum .....	43
Optometry Curriculum .....	45
Pharmacy Curriculum .....	46
Physical Education Curriculum .....	47
Physical Therapy Curriculum.....	48
Social Work Curriculum .....	49
Elementary Education Curriculum .....	50
Secondary Education Curriculum .....	51
SECTION 3:	
Description of Courses .....	52
Explanation .....	52
SECTION 4:	
Technical Education Division.....	70
Electronic Technology .....	71
Mechanical Technology .....	73
INDEX .....	78



---

**MISSOURI SOUTHERN COLLEGE**

---

**BOARD OF TRUSTEES**

1965 - 1966

Fred Hughes

Norval M. Matthews

L. R. Reynolds, Jr.

Gene Taylor

Thomas E. Taylor

Elvin Ummel

---

**OFFICERS**

Fred Hughes, President

Gene Taylor, Vice President

Norval M. Matthews, Secretary

Mills H. Anderson, Treasurer



**MISSOURI SOUTHERN COLLEGE**

JOPLIN, MISSOURI

**CALENDAR FOR YEAR 1965 - 1966****FIRST SEMESTER****1965—**

August 23 (or after) Pick up a "Permit to Enroll" at the Registrar's Office

September 7 (9:00 a.m.) ..... Counseling Tests for All New Students

September 8 (8:00 a.m. - 5:00 p.m.) ..... Registration for Sophomores

September 8 (6:30 p.m.) ..... Registration for Evening Division

September 9 and 10 (8:00 a.m. - 5:00 p.m.).. Registration for Freshmen

September 11 (9:00 a.m.) Orientation for All New Students(Auditorium)

September 13 (8:00 a.m.) ..... Classes Convene

September 17 .... Last Day for Late Enrollment and Course Changes

October 4 and 5 ..... N.C.C.J.C. Meeting—Classes Dismissed

October 6 (8:00 a.m.) ..... Classes Reconvene

November 25 and 26 ..... Thanksgiving Holidays

November 29 (8:00 a.m.) ..... Classes Reconvene

December 17 (at close of session)..... Christmas Holidays

**1966—**

January 3 (8:00 a.m.) ..... Classes Reconvene

January 17-20 ..... Final Examinations

January 21 (at close of session)..... First Semester Ends

**SECOND SEMESTER**

January 26 (9:00 a.m.) ..... Counseling Tests for All New Students

January 27 (8:00 a.m. - 5:00 p.m.) ..... Registration for Sophomores

January 27 (6:30 p.m.) ..... Registration for Evening Division

January 28 (8:00 a.m.)Registration for Freshmen and Transfer Students

January 31 (8:00 a.m.) ..... Classes Convene

February 4 ..... Last Day for Late Enrollment and Course Changes

March 2 - March 4 ..... A.A.J.C. Meeting—Classes Dismissed

March 7 (8:00 a.m.) ..... Classes Reconvene

April 8-11 ..... Easter Holidays

April 12 (8:00 a.m.) ..... Classes Reconvene

May 27 ..... Final Examinations

May 30 ..... Memorial Day—Classes Dismissed

May 31-June 2 ..... Final Examinations

June 3 (at close of session) ..... Second Semester Ends

June 5 (3:00 p.m.) ..... Baccalaureate

June 6 (8:00 p.m.) ..... Commencement Exercises



## FACULTY

## ADMINISTRATION

- Leon C. Billingsly ..... President  
B. S., Southwest Missouri State College  
M. S., Kansas State College of Pittsburg  
Ed. D., University of Arkansas
- C. O. Robinson ..... Dean  
B. S., M. S., Kansas State College of Pittsburg  
Ed. D., University of Wyoming
- Margaret Mitchell ..... Registrar  
A. A., Monett Junior College  
B. S., Southwest Missouri State College  
M. B. A., University of Denver
- Mrs. Loretta Frazier ..... Librarian  
B. S., Northwest Missouri State College  
B. S., in Library Science, University of Illinois
- Dudley F. Stegge . Physical Education and Director of Student Activities  
B. S., M. S., Kansas State College of Pittsburg
- James K. Maupin ..... Biological Sciences  
and Director of the Evening Division  
B. S., Central Missouri State College  
M. S., Kansas State College of Pittsburg
- Lloyd L. Dryer ..... Psychology and Director of Guidance  
A. A., Northeastern Oklahoma A. & M. College  
B. S., M. A., Ed. D., Oklahoma State University
- 
- Mrs. Betty Barcom ..... Library Secretary
- Mrs. Carolyn Beers ..... Office Secretary
- Mrs. Mary Johnson ..... Office Secretary
- Mrs. Neoma Moore ..... Office Secretary
- Carol Swanson ..... Office Secretary
- John F. Johnson ..... Bookkeeper
- Mrs. Patsy A. Wood ..... Bookkeeper



## INSTRUCTORS

- V. L. Anderson ..... Mechanical Drawing  
     B. S., Northwest Missouri State College  
     Stout Institute, Menomonie, Wisconsin  
     M. S., Kansas State College of Pittsburg
- Dale R. Bates ..... Art  
     B. A. and M. A., The University of Tulsa
- Russell E. Benzamin ..... Theory, Piano and Instrumental Ensemble  
     B. S., Southwest Missouri State College  
     M. A., Colorado State College  
     Student of Wilfred Adler, Dale Dykins, Dr. William T. Gower
- David C. Bingman ..... Biology and Zoology  
     B. S. and M. S., Kansas State College of Pittsburg
- Arthur Boles ..... Art  
     B. F. A., Chicago Art Institute  
     M. S. A. E., Illinois Institute of Technology
- Milton W. Brietzke ..... Speech and Drama  
     A. A., Sacramento City College  
     A. B., San Jose State College  
     M. A., Western Reserve University
- C. E. Cowan ..... Commerce  
     B. S., Southwest Missouri State College  
     M. Ed., University of Missouri
- Larry D. Dunham ..... English  
     A. A., Missouri Southern College  
     B. A., M. A., University of Missouri
- John G. Eli ..... Sociology and Psychology  
     A. A., Coffeyville College, Coffeyville, Kansas  
     B. S., M. S., Kansas State College of Pittsburg
- Barbara N. Frizzell ..... English  
     B. A., M. A., University of Arkansas
- John Barry Gilmore ..... Commerce  
     B. B. A., Evangel College, Springfield, Missouri  
     M. A., The University of Tulsa
- Harry C. Gockel ..... History, Economics, Geography  
     A. B., A. M., Washington University  
     M. S., University of Wisconsin
- R. Wayne Habermehl ..... Botany and Biology  
     B. S., Louisiana Polytechnic Institute, Ruston  
     M. S., Kansas State University, Manhattan
- Cleetis Headlee ..... English and Journalism  
     B. S., A. M., University of Missouri



## INSTRUCTORS

- T. L. Holman ..... History  
A. B., Southwestern College, Winfield, Kansas  
M. A., Kansas State College of Pittsburg
- Mrs. Julie Hughes ..... History  
B. S., M. A., Kansas State College of Pittsburg
- Duane L. Hunt ..... Speech and Drama  
A. A., Missouri Southern College  
Southwest Missouri State College  
M. A., University of Arkansas
- Paul E. Jensen ..... Mathematics  
B. S., Oklahoma City University  
M. S., Kansas State College of Pittsburg
- J. Merrell Junkins ..... Psychology  
B. S., M. S., Kansas State College of Pittsburg
- Harrison M. Kash ..... Chemistry  
B. A., Kansas State College of Pittsburg  
M. S., Kansas State University of Agri. and Applied Science
- Mrs. Kathryn Koger ..... Commerce  
B. S., Kansas State College of Pittsburg  
M. B. E., The University of Tulsa
- Douglas Landrith ..... Physical Education  
B. S., M. S., Kansas State College of Pittsburg
- J. Larry Martin ..... Mathematics  
A. A., Missouri Southern College  
B. S., M. A., The University of Tulsa
- Martha Ann McCormick ..... Mathematics  
Ph. B., A. M., University of Chicago
- Louis D. McMillan ..... Electronics Technology  
B. S., Southwest Missouri State College
- Mrs. Grace Clayton Mitchell ..... English and Speech  
A. B., Greensboro College  
M. A., Pennsylvania State University



## INSTRUCTORS

- Eula Ratekin ..... Chemistry  
 A. A. William Woods College, Fulton, Missouri  
 A. B., A. M., University of Missouri
- Gail K. Renner ..... Political Science and History  
 B. S., Southwest Missouri State College  
 M. A., University of Missouri, Kansas City  
 M. A., University of Missouri, Columbia
- Alfred H. Rogers ..... English  
 B. S., M. A., Kansas State College of Pittsburg  
 M. A., University of Missouri, Columbia
- Bobbie Z. Short ..... English  
 B. S., Southwest Missouri State College  
 M. S., Kansas State College of Pittsburg
- Lela A. Smith ..... English  
 A. B., and B. S., Drury College  
 A. M., George Peabody College for Teachers
- Oliver Sovereign ..... Voice and Vocal Ensembles  
 B. S., Kansas State College of Pittsburg  
 Studied with Herbert Wall, University of Missouri;  
 Vincent Hubbard and Stephen Townsend, Boston;  
 Louis Graveure and Enrico Rasati, New York City
- Mrs. Lillian Spangler ..... Foreign Languages  
 A. B., A. M., University of Missouri
- Dorothy Stone ..... Commerce  
 B. S., A. M., University of Missouri
- Arthur L. Strobel ..... Physics  
 B. S., Southeast Missouri State College  
 M. S., University of Arkansas
- Annetta Strong ..... Political Science and History  
 A. B., M. A., Kansas State College of Pittsburg
- Ronald Toman ..... Physical Education  
 B. S., M. E., University of Missouri
- Mrs. Ima J. Van Natter ..... English  
 A. B., Friends University, Wichita, Kansas  
 M. S., Kansas State College of Pittsburg
- Mrs. Ruby A. Wiley ..... English and Foreign Languages  
 B. S., Southwest Missouri State College  
 M. A., University of Missouri
- Keith Wormington ..... Machine Shop  
 Twenty-one years trade experience  
 University of Missouri
- Venus Yount ..... Physical Education  
 B. S., Kansas State College of Pittsburg  
 M. A., University of Arkansas



## APPLIED MUSIC

- Mrs. Marguerite Carney** ..... Voice  
 Studied with Herbert Witherspoon, Director of Metropolitan Opera; Schumann Heink and Mack Harrell, who were with the Metropolitan Opera; Eduardo Sacerdote, operatic coach; Conrood Bos, authority in German Lieder, also coach of Helen Traubel
- Sara Anne Gilstrap** ..... Double Reeds and Clarinet  
 Associate in Music, Missouri Southern College  
 B. M. E., M. S., Kansas State College of Pittsburg
- Marie A. Guengerich** ..... Piano  
 Graduate Calhoun School of Music, Joplin, Missouri  
 Special study with Helen Scoville; Studied at the Julliard School of Music and the University of Chicago
- Robert A. Harris** ..... Piano  
 A. Music, Missouri Southern College  
 B. Music, M. S., Kansas State College of Pittsburg  
 Student with Rosina Lhevinne
- Mrs. M. H. Harutun** ..... Piano  
 Three years study, Kansas City Conservatory  
 Special study with John Thompson, James Friskin and Dorothy Dring Smutz
- William J. Lebedeff** ..... Brass  
 B. P. S. M., University of Miami  
 M. M., University of Michigan  
 "Specialist in Music Ed.," Columbia University  
 Student of Francis Hellstein, Detroit Symphony
- James R. Norman** ..... Trumpet  
 Mus. B., Drury College  
 M. Mus. Ed., University of Colorado
- Mrs. Mary Bingham Porter** ..... Violin  
 Graduate, Drake School of Music, Chicago; Graduate work at Von Ende School of Music, New York; Special study with Sametini, and with Jacques Gordon, Master classes of Leopold Auer; Harold Berkley; Louis Persinger
- Mrs. Lorraine Riley** ..... Voice  
 Two years study at Kansas City Conservatory of Music; Five years private vocal instruction with Eleanor McLellan, (Teacher of Eileen Farrell), New York City, Five years private opera coaching with Jean Paul Morel and Fritz Mahler
- Mrs. Roberta Sovereign** ..... Piano  
 Studied with Leo Miller, St. Louis; Max Landow and Alfred Oswald, Peabody Conservatory; Helen Scoville, New York City



## SECTION 1

### GENERAL INFORMATION

The information given in this catalog is for the school year 1965-1966. Changes may be made at any time. Any student registered in Missouri Southern College should refer to his catalog frequently to guide his progress. He will find statements on almost any problem that may arise. All decisions will be based on what is stated in the catalog. Any individual, interested in attending the College, can find details of requirements for registration, fees and other matters herein.

### HISTORICAL STATEMENT

Missouri Southern College is operated by the Junior College District of Jasper County, Missouri.

In September, 1937, Joplin Junior College opened classes for the first time. Supported by the taxpayers of the Joplin School District, housed in the same building with Joplin Senior High School and functioning through the Extension Division of the University of Missouri, the College was organized as part of the Joplin school system.

On September 6, 1938, the College moved into its own buildings located at Fourth and Byers and offered a full two-year program. Franklin Technical School, 13th and Pearl, was dedicated March 21, 1948, and has continued to offer college-level technical programs. In 1958, the College was moved from the Byers Avenue Campus to the present location, 310 West Eighth Street.

On April 7, 1964, the Citizens of Jasper County voted to create a Jasper County district college under the administration of a six-member Board of Trustees elected by the Citizens of the College District. In May, 1965, the College Board of Trustees adopted the name of Missouri Southern College.

### PURPOSES

The particular objectives of Missouri Southern College are four in number:

(1) To provide an Arts and Science curriculum for those expecting to continue in colleges and universities.

(2) To provide semi-professional curriculums that will enable the graduate to enter fields bordering on the professional or technical work that does not require graduation from professional schools.

(3) To provide as many terminal vocational curriculums as possible; to meet the needs of a large number of students who may not wish to, or cannot, give more than two years further preparation for their life's work.

(4) To provide opportunity for individuals not interested in college degrees, to enrich their cultural backgrounds and to improve and advance themselves vocationally.



## **ACCREDITATION**

Missouri Southern College is a member of the American Association of Junior Colleges, and is accredited by the North Central Association of Colleges and Secondary Schools, and by the State Department of Education.

## **ARMED SERVICE INFORMATION**

### **Veterans**

The College is accredited with the Veterans Administration.

Students who are entitled to receive government benefits should contact the college office on Registration Day.

### **Selective Service**

Undergraduate College Student Certificates (Form 109) are sent from the office of the Registrar to the respective Draft Boards so the students currently enrolled may secure educational deferment. All male students may request that Form 109 be sent if they are registered with the Draft Board and doing satisfactory work.

## **ADULT EDUCATION**

College-credit courses are offered in the evening program to accommodate those who must work during the day. Any course offered in the day program will be offered in the evening if there is sufficient demand. A minimum of fifteen students is required. The tuition is seven dollars per semester hour plus a one dollar registration fee each semester except courses offered in the Franklin Technical School.

## **BUILDINGS AND EQUIPMENT**

The College campus is located at 8th Street and Wall Avenue. It is within walking distance of the business district and bus terminals, accessible by highways, and on interurban bus routes and is adjacent to the Joplin Carnegie Library.

Franklin Technical School is located at Thirteenth and Pearl Avenue. This large building contains the classrooms and laboratory areas for the electronic and mechanical technology curriculums and the office of



the Director of Technical Education. This is one of the best equipped technical schools in this section of the country.

All football games are played at Junge Stadium, Thirteenth and Murphy Avenue, and basketball games are played in the Memorial Hall, located at 212 W. 8th Street.

## **STUDENT PERSONNEL SERVICES**

### **The Library**

The College Library plays an integral part in the educational development of the students. The collection of 14,000 books, 114 periodicals and 6 daily newspapers has been carefully selected and offers an exceptional collection of standard and recent materials in reference, research, and the fields covered by the various curriculums.

Two reading and reference rooms provide adequate seating capacity. Open book stacks, the reference collection and newspapers are housed in the main reading room, while current and bound magazines are conveniently arranged in an adjacent periodical room. All students have stack privileges and are encouraged to select books for class work and recreational reading. Magazines and books placed on reserve reading lists are checked for overnight use only; books not so reserved may be checked for two-week periods.

In addition to the College collection, facilities of the Joplin Carnegie Library, are available to students and faculty for consultation.

### **Living Quarters for Students**

Students who come from outside Joplin can find sleeping rooms with kitchen privileges, and small apartments in many private homes easily accessible to the College. Rooms are also available for students at the Y.M.C.A. and the Y.W.C.A. Residences. (Application should be sent directly to the Y.M.C.A. or the Y.W.C.A. Residence.)

### **Counseling**

Every student at some time needs personal and individual help if he is to improve his planning and solve his problems. To insure each student of this help, a faculty adviser is assigned at the beginning of the freshman year. The duties of these advisers are threefold: (1) to help the student in planning his course of study and in solving his scholastic problems so that he may get the best education commensurate with his ability and capacity, (2) to assist the student to choose a vocation, prepare for, enter upon, and progress in it, and (3) to help the student to make his own decisions with respect to personal problems.



### GUIDANCE EXAMINATIONS

Each student entering Missouri Southern College for the first time is required to take a series of tests.

Tests administered at the College are those given by the University of Missouri and other Missouri colleges that are members of the Missouri College Cooperative Program. These tests are administered to high school seniors during the spring semester and can be taken from any one of these centers. High school seniors will be notified of the time and place of the tests through their high school offices.

### SCHOLARSHIPS

On April 2, 1957, The Board of Education of the School District of Joplin established two Scholarships in memory of Mr. H. E. Blaine, the first Dean of the Joplin Junior College. These scholarships, based on academic achievement, are awarded by Missouri Southern College to the highest-ranking boy and girl at the end of their freshman year and are to be used the following year in Missouri Southern College.

The College Alumni Association offers a scholarship open to any student nominated by an alumnus. Preference, however, will be given to sons and daughters of alumni.

Nominations for the Alumni Scholarship must be mailed to the Alumni Scholarship Committee, Missouri Southern College, before April 15.

The College offers scholarships to high-ranking high school graduates. These scholarships are sent to the administrators of the high schools and the recipients are selected by them. To be eligible, a student must rank in the upper ten per cent of the graduating class.

Scholarships are also offered to students who have demonstrated their ability to give outstanding performances in athletics, drama or music. Scholarships are for one year and students must participate in the activities for which the scholarships are granted.

The BANK OF CARTHAGE, Carthage, Missouri, offers a scholarship annually to an outstanding freshman student to be used during the sophomore year. Applications must be received by April 15, of the student's freshman year and should be addressed to the Missouri Southern College, Scholarship Committee.

The RUSSELL BELDEN MEMORIAL SCHOLARSHIP FUND: Scholarships will be awarded from the Fund at the beginning of each year to selected members of the Sophomore Class on the basis of need, scholarship and character. The recipients must spend their sophomore year in pursuit of an associate degree from Missouri Southern College.

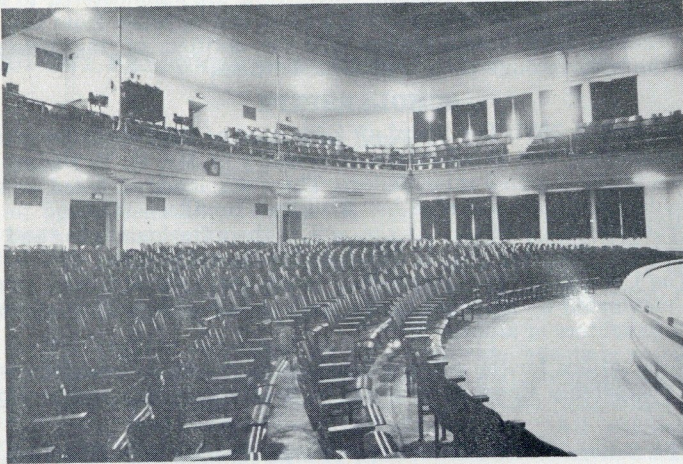
The CIRCLE K CLUB of Missouri Southern College offers a sophomore scholarship to a male student completing his freshman year at the college with a cumulative grade-point average of 2.3. The scholarship is based on need, leadership in the college and scholarship. Applications must be received by April 15, of the student's freshman year and should be addressed to Missouri Southern College, Scholarship Committee.

The ADA COFFEY SCHOLARSHIP: In 1963, a former student established a scholarship in the name of Miss Ada Coffey, instructor in English and literature at the College from September 1937, to August, 1963. The recipient of the scholarship must pursue an Associate in Arts degree from Missouri Southern College.



### **The Assembly**

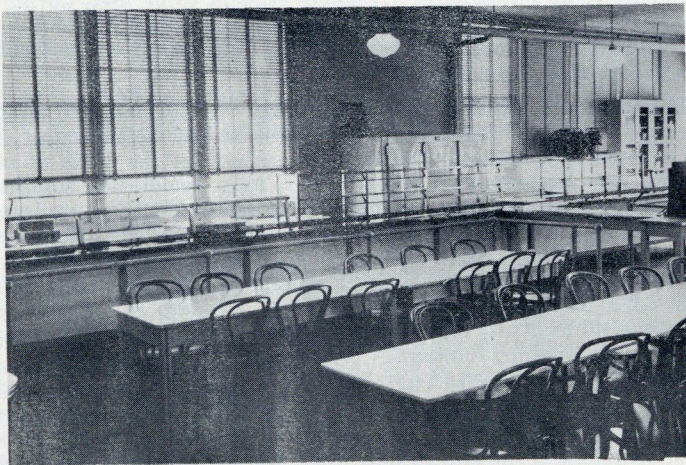
The College offers various programs that are entertaining, informative, esthetic, and spiritual.



Central Auditorium and Assembly

### **The Cafeteria**

The Cafeteria has the facilities for serving several hundred students. The policy of the Cafeteria is to serve well-balanced meals at a very low cost to the students.



The popular gathering place at noon and between classes



### Student Loans

THE IRWIN MEMORIAL FUND was established in memory of Arnold E. Irwin, instructor of political science at Joplin Junior College from 1946 to 1959. The Exchange Club of Joplin created a loan fund for deserving students of Missouri Southern College. The fund is available to students for emergency short-term loans. No security is required of the borrower, except that a note will be drawn up at the time the loan is made, for interest to begin at a time set by the adviser and the student. No interest will be charged before the time set in the adviser-student conference. The fund is administered by the Dean of the College and an advisory committee.

Missouri Southern College participates in the NATIONAL DEFENSE STUDENT LOAN PROGRAM. The purpose of the Program is to provide student loan funds for making long-time low-interest loans to students to pursue their college education.

Institutional Capital Contributions for the National Defense Student Loan Program have been obtained by donations from former students, funds of inactive student organizations and, a donation, on December 1, 1960, from the Kappa Upsilon Pi Study Club of Joplin.

To be eligible for a loan, a student must be in need of the amount of the loan, pursue a course of study at the institution, be capable of maintaining good standing in the courses, and have been accepted for enrollment as a student, or if already attending an institution, be in good standing and in attendance.

### Work-Study Program

Missouri Southern College is participating in Title I-C of the Economic Opportunity Act of 1964. This section of the act is commonly referred to as the College Work-Study Program and is designed to provide jobs for college students whereby they may earn a significant portion of their current expenses while attending College. In order for students to be eligible to participate in this program, they must show that the financial aid received is necessary for them to attend college.

Further information pertaining to this program may be obtained by contacting the Director of the Work-Study Program at the College.

### Placement Service

The college maintains a placement service and is constantly informed as to available positions in the business district. Graduates are assisted in finding full-time jobs and students are assisted in finding part-time employment.

Write to the office of the Director of Student Activities for information.

### Registration

Former students should request permits to enroll at least one week in advance of registration.

Permits to enroll will be available to new students and freshmen during the Counseling Test session or those students may obtain the permits in the office of the Registrar.



**INSTRUCTIONS FOR NEW STUDENTS**

Because it is sometimes difficult for the beginning student to know just what is expected of him, the following information has been compiled and is printed here for convenience.

A student entering Missouri Southern College as a freshman in the fall of 1965 is expected to:

1. Furnish a transcript of his high school work. The prospective student should request the Principal of his high school to send the transcript to the Registrar prior to September 1, 1965.

2. Attend the counseling test session Tuesday, September 7, 1965; 9:00 A. M. - 1:00 P. M.

(A student who has participated in the Missouri College Cooperative Program of Testing in the current year, will be excused from the above testing session.)

3. Register on Registration Day, September 9 or 10, 1965, and pay tuition and fees.

4. Attend the Orientation Session for all new students at 9:00 a.m., Saturday, September 11, 1965, in the College Auditorium.



Main Corridor, Second Floor, Bulletin Boards and Trophy Cases



## GENERAL REGULATIONS

### ADMISSION

#### Admission by Certificate

The College regularly admits without examination graduates of fully accredited high schools of Missouri. A student entering from out of state must be in the upper two-thirds of his high school class. At least fifteen units of high school credits must be presented including

English 3 units

Social Science 3 units

Mathematics 1 unit

Science (with laboratory) 1 unit

The remainder of the fifteen units may be selected from any courses accepted by an accredited high school for its diploma, with the exception of physical education and military science. It is highly recommended that the above required units should be increased to English, 4 units; social science, 3 units, mathematics, 2 units, and science, (with laboratory), 2 units.

Non-graduates from accredited high schools who present 15 acceptable units will be admitted by certificate if they are recommended for college admission by the high school principal or superintendent.

All candidates are expected to meet the specific admission requirements, if any, of the curriculum they desire to enter. See Section 2.

A prospective student should request the principal of his high school to send a transcript of his work to the Registrar's Office. The diploma will not be accepted as a credential.

#### Veterans

A man or woman whose formal education has been interrupted by military service and who has not attended high school, or has not completed a high school program, may qualify for admission by taking the General Educational Development tests prepared by the Armed Forces Institute, or by taking comparable forms of the same tests after separation from service.

#### Students Transferring from Other Colleges and Universities

A student who has been regularly admitted to another college or university of recognized standing may be admitted to Missouri Southern College upon presentation of a "Statement of Honorable Dismissal." An official transcript of all college work should be filed with the Registrar prior to enrollment.

#### Special Students

Persons over twenty-one years of age who have not completed requirements for admission and who present evidence of special preparation and attainment may be admitted to the College as "Special Students." These students may become candidates for degrees when regular admission has been established. "Special Students" are required to take



all examinations in their courses, and are subject to the same scholastic requirements as regular students.

### **Auditors**

With the consent of the Registrar and the instructors concerned, students may be admitted to any course as Auditors. Auditors must be registered and must pay fees, but are not required to take examinations. They receive no college credit.

### **ADVANCED STANDING EXAMINATIONS**

A student whose educational experiences appear to have given him proficiency in a course (required in his curriculum) equivalent to that ordinarily attained by those taking the course in regular class, may be granted permission to take an advanced-standing examination in the course. The examination shall be a comprehensive one, designed to cover the subject more fully, and shall be broader and more complete than a regular final examination.

In addition to having the above qualifications, a student, in order to qualify for an advanced examination, must

- (a) be enrolled in this college at the time of the examination;
- (b) be working toward a degree from this college;
- (c) lack more than one semester's work toward meeting the requirements for graduation;
- (d) not have credit in a more advanced course in the same field;
- (e) have the approval of the dean and the instructor of the course;
- (f) not have taken an examination over the course within the preceding six months;
- (g) pay a fee of five dollars for each examination.

After the student takes the examination, the instructor will turn in a grade for the course, provided the grade is "C" or better.

### **REQUIREMENTS FOR GRADUATION**

Associate degrees are conferred at the close of the second semester of each school year: Associate in Arts; Associate in Business; Associate in Science; Associate in Technology.

General education requirements for all students who graduate from Missouri Southern College are English and speech courses, eight hours, American History or government courses, five hours and physical education, two hours. Students who are enrolled in General Business and in the Technology Curriculums may substitute Business Communications for English 2, and technology students may omit speech from their curriculum. A total of 64 hours and 128 grade points is required for all associate degrees and may include as many as four hours of physical education.

In order to receive the Associate Degree, the candidate must have been regularly admitted to the college and must have met all admission requirements for the curriculum that he is following. (Any student unable to participate in the physical education program must obtain special permission from the Dean to be excused. He must substitute academic credits for the physical education credits from which he is excused.)



3. He must have satisfied the course requirements for one of the degree plans in Section 2 or Section 4.

IV. He must have completed at least 12 semester hours of consecutive courses at Missouri Southern College, including at least three semester hours his final semester.

### **GRADES AND GRADE REPORTS**

The following marks are used in grading: A, B, C, D, F, W, and WF. They are defined as follows:

A—Excellent

B—Superior

C—Medium, or Satisfactory

D—Below average; Passing

F—Failing; No credit

\*W—Withdrawal

WF—Withdrawal failing

\*Any student who withdraws from a class before the completion of the first half of the semester will receive a "W." If he withdraws after the first half of the semester, he may be given a "W" or "WF" at the discretion of the instructor.

An instructor may give an incomplete grade to a student who in the instructor's judgment is unable to complete the work of the course at the time the grade is issued. The work must be completed within two weeks following the close of the same semester, or the grade becomes an "F."

Grade reports are mailed to the parents or guardians of students under twenty-one years old the week following mid-semester if the student is making below "C" in a course. Complete grade reports are mailed at the end of each semester.

Grade points are given according to the grade and the number of semester hours earned: One semester hour with a grade of "A" entitles the student to four grade points; one semester hour with a grade of "B," three grade points; one semester hour with a grade of "C," two grade points and one semester hour with a grade of "D," one grade point. An "F" grade does not earn grade points. A student should maintain a 2.0 grade point average for all work attempted in order to transfer to four year colleges and universities.

### **REPETITION OF COURSES**

A "D" or an "F" course may be repeated only once. The grade earned in the first attempt will be cancelled and the second grade will be used in computing grade-point averages.

A student may not repeat by correspondence or extension study a course he has failed in resident study.

### **HONORS AT GRADUATION**

Students who complete all requirements for the associate degree with a grade-point average of 3.7, or above, for all hours attempted will receive First Honors; students who complete the requirements with a grade-point average of 3.4 to 3.6, will receive Second Honors; and students who complete the requirements with a grade-point average of 3.0 to



3.3, will receive Third Honors.

### **QUANTITY AND QUALITY OF WORK REQUIRED**

The normal college load is fifteen hours of work in addition to physical education. A student may not register for more than sixteen nor less than twelve semester hours in any semester without the approval of the Dean. An exception to this regulation is made in the case of engineering students who are permitted to carry seventeen or eighteen hours per semester, and music students who are permitted to carry more than sixteen hours per semester.

The Honor Roll is published at the end of each semester. To be eligible for the Honor Roll a student must carry at least twelve semester hours of work, exclusive of physical education, and must average at least 3.0 grade points on all work attempted.

A student who is not making passing grades in at least 60 per cent of work carried is advised to withdraw at the end of the semester. He may continue on probation for one semester. If he fails to improve his work, he may be suspended for one semester.

### **CLASS ATTENDANCE**

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time he registers. The college does not maintain a system of excused absences and an accumulation of absences will adversely affect the semester grade. A student absent without explanation for two consecutive weeks is dropped from the official rolls and his reinstatement will be subject to the action of the Dean.

Approval to withdraw from a course must be obtained from the Dean. Unauthorized withdrawal from a course or absence from the final examination will result in the failing grade of "WF" for the course.

### **WITHDRAWALS**

A student wishing to withdraw from the College for the remainder of a semester must secure an honorable dismissal through the Dean's office, after he has first returned all books and other equipment charged to him, paid all fines and fees, and cleared himself in every respect with the College office.

A student who fails to comply with the above procedure will not be recommended to any other college or university, nor will he be eligible to receive refunds of such fees or deposits as are by the rules returnable.

### **CHANGES IN PROGRAMS**

During the first week of each semester a student may petition for a change in program in the office of the Dean. (See Fees for Change in Program).

All changes in schedules must be recorded in the office and any irregularity in procedure may result in an "F" on the record of the student.



**CLASSIFICATION OF STUDENTS**

A student is classified as a freshman until he completes at least twenty-nine hours.

**EXPENSES AND PAYMENTS**

All statements as to fees contained in this catalog are by way of announcement only for the school year covered by the catalog. The College reserves the right to change fees at any time without notice being given in advance.

All fees must be paid in full at the time of registration at the opening of each semester or term as a condition of admission to classes. Registration is not complete until all fees are paid.

**FULL FEES**

A student who enrolls for eight or more semester hours will pay the following fees:

**TUITION**—Tuition is free to all students who are residents of the Missouri Southern College district. (A student may be asked to present evidence that he is a resident).

Students who are non-residents of the Missouri Southern College district are required to pay a tuition fee of eighty dollars (\$80) per semester. Status of residence is determined by the place of residence of the student's parents or legal guardians.

**MATRICULATION**—A five dollar (\$5) matriculation fee is charged all students and is payable at the time they enroll in the College for the first time. This fee will not be subject to refund at any time.

**REGISTRATION**—The registration fee is forty dollars (\$40) per semester.

**ACTIVITY**—The activity fee is ten dollars (\$10) per semester.

**TEXTBOOK RENTAL AND DEPOSIT**—All textbooks are owned by the College and are rented to the student. Rental is ten dollars (\$10) per semester and deposit is fifteen dollars (\$15) per semester. The fifteen dollar deposit will be refunded to the student when he returns all books and equipment belonging to College.

**PART FEES**

A student who enrolls for less than eight semester hours will pay the following fees:

**MATRICULATION**—A five dollar (\$5) matriculation fee is charged all students and is payable at the time they enroll in the College for the first time. This fee will not be subject to refund at any time.

**ACTIVITY FEE**—The Activity Fee is one (\$1) dollar per semester hour for one through seven hours.

**REGISTRATION**—The Registration fee is five (\$5) dollars per semester hour for one through seven hours.

**TUITION**—Tuition is free to all students who are residents of the College district.



Students who are non-residents of the College district are required to pay a tuition fee of six (\$6) dollars per semester hour for one through seven hours.

**TEXTBOOK RENTAL AND DEPOSIT**—All textbooks are owned by the College and are rented to the student. Rental is two dollars per course and the Deposit is four dollars per course. The four-dollar Deposit will be refunded to the student when he returns all books and equipment belonging to the College.

### OTHER FEES

The following fees are applicable to full-time and part-time students:

**APPLIED MUSIC**—For one 30-minute lesson per week in applied music, the usual fee is \$32 per semester. It will be paid to the instructor. Receipt for the fee signed by the instructor must be in the hands of the student before registration is completed.

**LABORATORY FEE**—A fee of two dollars (\$2) is charged for all laboratory courses. In cases of excessive loss or breakage additional fees may be charged at the end of the semester, but no refund will be made.

**FEE FOR LATE REGISTRATION**—Every student who enrolls after the registration day of each semester must pay a fee of one dollar (\$1) for late registration, in addition to the other fees.

### FEE FOR CHANGE OF PROGRAM

With the exception of errors made by the College staff, a fee of one dollar (\$1) must be paid for each petition to change a course after the period allowed for changing programs.

All changes in programs must be approved in advance by the Dean.

### TRANSCRIPT FEE

Each student is entitled to two official transcripts free of charge. For each additional transcript, a fee of \$1 is charged.

### REFUND OF FEES

Students leaving school or dropping courses for which they have paid fees, prior to the fifth week of the semester involved, will receive a refund of the fees paid in accordance with the following schedule:

Time of Withdrawal	Amount of Fee to be Refunded
Within the first and second weeks	.....80 per cent
Within the third and fourth weeks	.....50 per cent
After the fourth week	..... No Refund

### STUDENT ACTIVITIES

Opportunity for participating in a wide variety of out-of-class activities is provided at Missouri Southern College. Students are encouraged to investigate the wide choice of activities and are expected to participate in one or more of these aspects of the college program.



### The Student Senate

The Student Senate has been vested with limited legislative powers in order that it may implement and promote the objectives of the Student Body Constitution. It is concerned with making arrangements for a great variety of extracurricular activities which serve both the school and the community. As the student body has grown, so have the responsibilities of the Student Senate grown to include such diverse preparations as those required for dances, parades, assemblies, a student directory, charity fund-raising campaigns, etc.

The Student Senate is composed of the Student Body executive officers, who are elected late in each spring term, and the Student Senators, who are elected from the classes by proportional representation early in the fall term. Members of the Student Senate are required to maintain a high level of scholarship as well as to carry out their duties of offices.

The Director of Student Activities of the College and faculty members appointed by the Dean serve as advisors to the Senate. The Senate meets in regular sessions once every week during the school year.

**THE STUDENT CABINET**—The Student Cabinet, composed of representatives from each authorized student organization, acts in advisory capacity to the Student Body President during the regular school year. In addition to its advisory role, the Student Cabinet functions as a service committee from the end of the spring term until the Senate is organized in the following fall. During the summer months the Cabinet assumes the powers and duties of the Student Senate, thus it is often referred to as "The Summer Cabinet." At the beginning of each new school year the Cabinet helps with the orientation program for new students, and before the body retires to its advisory role, it is responsible for conducting the elections of Class Officers and of Student Senators.

**THE COLLEGIATE COUNCIL FOR THE UNITED NATIONS**—The Collegiate Council for the United Nations at the College is an affiliate member of the national student organization, which is devoted to building informed student support for the United Nations. The national organization is an accredited Non-Governmental Organization with official NGO status at the United Nations and the United States Mission to the UN. In addition to making known the Charter and the work of the United Nations, it encourages students to reach conclusions about the United States policies which both promote our national interest and make American leadership in the United Nations most effective, and it aims to develop a student public which takes action upon its beliefs.

The Missouri Southern College affiliate to the C.C.U.N. was organized by the Student Senate of 1961-1962, as a Committee of the Senate. At the beginning of the Fall Semester, 1963, a separate sponsor was assigned and the Collegiate Council for the United Nations became a separate college organization with membership continuing to be open to the student body. Its activities, which are in keeping with the purposes of the national organization, have included preparations for the commemoration of United Nations Day in the community and sponsoring a student delegation's participation in the Midwest Model United Nations.



### **PHI THETA KAPPA**

Phi Theta Kappa (Eta Chi Chapter) is a national scholastic fraternity that has as its purpose the promotion of scholarship, the development of character, and cultivation of fellowship among students of both sexes in the junior colleges of the United States. To be eligible for election to membership, a student must: (1) be of good moral character and possess recognized qualities of citizenship as judged by the Administrative Council of the College; (2) have a grade-point average of 3.5 at the end of his first semester, or a cumulative average of 3.4 at the end of his second semester, or a cumulative average of 3.3 at the end of his third semester, or a cumulative average of 3.2 at the end of his fourth semester; (3) also be carrying an accumulative average of 15 hours per week, 12 of which must be accreditable in Arts and Science, and be in the upper scholastic 10 percent of the regularly-enrolled student body. To maintain active membership, a student must at the end of any given semester have a grade-point average of not less than 3.0.

### **Student N.E.A.**

The Student National Education Association is the professional association for college students who are preparing to teach. Its members are members of duly chartered local chapters. Local chapters and state student education associations are integral parts of the Student N.E.A. A member of the Student N. E. A. is a student member of the Missouri State Teachers Association and the National Education Association, with all the rights, privileges, and responsibilities of associate membership in these professional organizations. Members receive the N.E.A. Journal. The Student N.E.A. calendar includes many and varied academic and social activities.

### **Y. W. C. A.**

The Young Women's Christian Association, organized in 1938, endeavors to be of service to the women students of the College. It is a comradeship in which every woman of the College may share and offers an opportunity for development and training in leadership, religion and social service. The activities of the Y.W.C.A. are varied enough for each member to do the type of work that appeals most to her interest. The group is affiliated with the National Student Christian Association and the National Student Y.W.C.A. Each year it contributes to and initiates the all-student World University Service Drive for the relief of students in other countries.

A group of delegates attend the state fall and spring conferences of the Y.W.C.A. and the regional Conference at Estes Park, Colorado, during the summer.

### **Engineer's Club**

The Engineer's Club is organized for the purpose of fostering a professional spirit and promoting the interests and activities of its members. To accomplish this purpose the Club sponsors technical projects, professional speakers, field trips to industrial plants, etc.

To be eligible for membership a student must be enrolled in engineering, physical science, or related fields.



### THE "MATH" CLUB

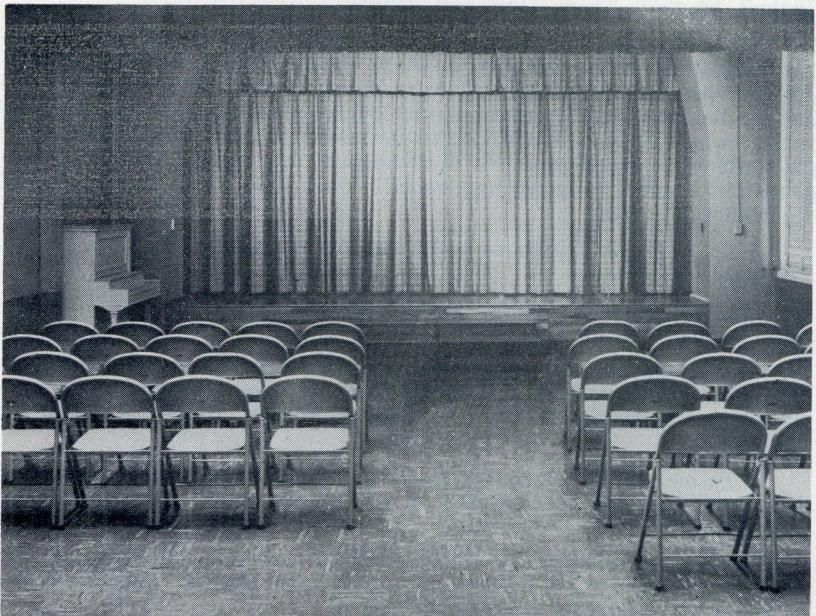
The "Math" Club is composed of students who are interested in mathematics. Its purpose is to increase students' knowledge in areas of mathematics not covered in regular courses and to interest students in individual study.

### THE MODERN LANGUAGE CLUB

The Modern Language Club is open to students of French, Spanish and German. The purpose of this group is to become better acquainted with the languages learned and with the people and countries where these languages are spoken. Some of the contributions to literature, art and music are studied including the ones which are popular today. It has a yearly project in which the Club renders service either here or abroad.

### THE COLLEGE PLAYERS

The College Players is organized for the purpose of promoting and stimulating interest in dramatic productions. With this purpose firmly in mind, the members produce four major productions during the school year and contribute materially to college assemblies and other school functions. The organization provides additional opportunities for players outside the college in programs requested by civic, church and business and professional groups. Membership includes not only those who may have met special requirements and shown ability in acting, but students interested in any field of dramatic work, make-up, costume, set design, publicity, management, properties, sound, and stage direction.



"Little Theatre"



### **Circle K**

The Circle K Club was organized in 1955 by the Kiwanis Club of Joplin. The Club is a service organization formed to be of service to both the College and to the community.

Students belonging to this organization are leaders in campus life and are accepted because of their ability and willingness to serve.

**Music Activities, see page 65**

### **Young Democrats' Club**

The Young Democrats' Club of the College is a student organization whose purpose is to encourage student interest and responsibility in politics. Its programs are designed to inform and to give practical experience in party politics. Any student officially enrolled at Missouri Southern College is eligible for membership.

### **Young Republicans' Club**

The Young Republicans' Club of the College advocates an understanding of party politics as well as an awareness of the responsibilities of the citizen to his country. Any student officially enrolled at Missouri Southern College is eligible for membership.

### **Athletics**

Missouri Southern College is a member of the Interstate Conference and participates in the following inter-collegiate activities: Basketball, Football, Track, Golf and Tennis.

It is the policy of the College to conduct its inter-collegiate athletic program in such a manner so as to create respect for good sportsmanship and an appreciation of sound moral values. At no time will the inter-collegiate athletic program run counter to the main functions of the college which include, in addition to its academic goals, the education of its students in sound practices of democratic citizenship, community responsibility, sound religious and moral values, and an understanding of the rights of others.

The college attempts to build its inter-collegiate program around two major concepts:

1. The athletic program is an integral part of the educational program of the institution.
2. At no time is the inter-collegiate athletic program permitted to dominate the educational philosophy so as to bring discredit to the purpose for which the institution was founded, namely, the education of all students.

To be eligible for participation in contests for the College, students must be doing passing work in at least ten hours, exclusive of physical education.

With the exception of first-semester freshmen, to be eligible for participation in athletics, students must have passed in at least ten hours in the preceding semester in school.



### **The Crossroads**

The Crossroads, the school annual, has been published each year since the College was opened. The annual is the product of a student staff with faculty sponsors. It is an honor to be chosen Editor or Co-Editor, or even a member of the Crossroads staff. Every student is urged to have his picture made for the annual, and each organization should respond with group pictures and other pictures of interest.

The Crossroads Ball is the social event of the year, climaxed by the crowning of the Crossroads Queen by the student body.

### **The Chart**

The Chart staff publishes 12 issues of the College newspaper. Throughout the year the editorial division uses the work of many reporters, feature writers, cartoonists, photographers, and typists. The business staff offers experience in advertising, salesmanship, and secretarial practices. Students interested in an editorial position should register for the Survey of Journalism course. Those wishing to free-lance should attend weekly staff meetings.

### **The Student Handbook**

The Student Handbook, a compilation of information about the College, is sponsored by the Student Cabinet of the Student Senate.

### **The Student Directory**

The Student Directory is compiled by the Student Senate and is published annually.



## SECTION 2

This section contains suggested programs of study to guide the students in the selection of courses. The programs have been carefully planned and students should follow them as closely as possible. All electives should be chosen in conference with an instructor.

Schedules of courses offered during the 1965-1966 session will be published as separate bulletins.

### AGRICULTURE CURRICULUM

#### Degree: Associate in Arts

1. Courses required for the Agriculture Curriculum:
 

English 1 or 7a and 2 .....	6 semester hours
Speech .....	2 or 3 semester hours
Chemistry .....	5 semester hours
General Botany or Zoology .....	5 semester hours
General Economics .....	5 semester hours
Government or American History .....	5 semester hours
Algebra .....	3 semester hours
Exposition .....	3 semester hours
Accounting .....	3 semester hours
General Psychology .....	3 semester hours
General Sociology .....	3 semester hours
Electives .....	18 semester hours
Physical Education .....	2 semester hours
  
2. Suggested order of study:

#### FRESHMAN YEAR

First Semester	Second Semester
English 1 .....3 hours	English 2 .....5 hours
Chemistry .....5 hours	Chemistry 2 .....3 hours
Psychology .....3 hours	Algebra 3 and Elective or
American History ....5 hours	Algebra and Trigonometry
Physical Education ...1 hour	.....5 hours
	General Sociology ....3 hours
	Speech .....3 or 2 hours
	Physical Education ....1 hour
17	17

#### SOPHOMORE YEAR

First Semester	Second Semester
Exposition .....3 hours	Botany .....5 hours
Zoology .....5 hours	Economics .....5 hours
Accounting 1 .....3 hours	State Government ....2 hours
U. S. Government ....3 hours	Electives .....4 hours
Elective .....2 hours	
16	16



**NURSING CURRICULUM****Degree: Associate in Arts****1. Courses required for the Nursing Curriculum:**

English 1 or 7a and 2 .....	6 semester hours
Speech .....	2 or 3 semester hours
English Literature .....	6 semester hours
Chemistry .....	8 semester hours
Zoology .....	5 semester hours
General Sociology .....	3 semester hours
General Psychology .....	3 semester hours
U. S. and State Government or American History .....	5 semester hours
Psychology of Personal Adjustment .....	3 semester hours
Electives in Arts and Science Courses .....	20 semester hours
Physical Education .....	2 semester hours

**2. Suggested order of study:****FRESHMAN YEAR****First Semester**

English 1 .....	3 hours
Chemistry 1 .....	5 hours
General Psychology .....	3 hours
American History or Electives .....	5 hours
Physical Education .....	1 hour

17

**Second Semester**

English 2 .....	3 hours
Chemistry 2 .....	3 hours
U. S. and State Government or Electives .....	5 hours
Speech .....	2 or 3 hours
Electives .....	2 hours
Physical Education .....	1 hour

17

**SOPHOMORE YEAR****First Semester**

Zoology .....	5 hours
English Literature .....	3 hours
General Sociology .....	3 hours
Electives .....	5 hours

16

**Second Semester**

Anatomy and Physiology .....	5 hours
English Literature .....	3 hours
Psych. of Pers. Adjust. ....	3 hours
Electives .....	5 hours

16



**ARTS AND SCIENCE CURRICULUM****Degree: Associate in Arts****1. Courses required for the Arts and Science Curriculum:**

English 1 or 7a and 2.....	6 semester hours
Speech .....	2 or 3 semester hours
Literature .....	3 semester hours
Mathematics .....	3 semester hours
Fine Arts Appreciation or Foreign Language .....	5 semester hours
Biological Science .....	5 semester hours
Fundamentals of Physical Science, Chemistry or Physics .....	5 semester hours
American History or Government .....	5 semester hours
Economics .....	5 semester hours
General Psychology .....	3 semester hours
Electives .....	19 semester hours
Physical Education .....	2 semester hours

**2. Suggested order of study:****FRESHMAN YEAR****First Semester**

English 1 ..	3 hours
Foreign Language or Fine Arts Appreciation	5 hours
American History or Government .....	5 hours
Speech .....	3 or 2 hours
Physical Education ...	1 hour

17 or 16

**Second Semester**

English 2 .....	3 hours
Algebra .....	5 hours
Foreign Language or Fine Arts Appreciation	5 hours
General Psychology ...	3 hours
Physical Education ...	1 hour

17

**SOPHOMORE YEAR****First Semester**

Foreign Language or Fine Arts Appreciation	5 hours
Science .....	5 hours
Government or American History ...	5 hours
Elective .....	2 hours

17

**Second Semester**

Economics .....	5 hours
Science .....	5 hours
Literature .....	3 hours
Elective .....	4 hours

17



**BUSINESS ADMINISTRATION CURRICULUM****Degree: Associate in Arts****1. Courses required in the Business Administration Curriculum:**

English 1 or 7a and 2.....	6 semester hours
Speech .....	2 or 3 semester hours
Literature .....	3 semester hours
Algebra .....	3 semester hours
Economics .....	5 semester hours
Accounting .....	6 semester hours
American History .....	5 semester hours
United States and State Government.....	5 semester hours
Fine Arts Appreciation or Foreign Language ....	5 semester hours
Biological Science .....	5 semester hours
Business Organization and Management .....	3 semester hours
Fundamentals of Physical Science, Chemistry or Physics .....	5 semester hours
Psychology .....	3 semester hours
Electives .....	5 semester hours
Physical Education .....	2 semester hours

**2. Suggested order of study:****FRESHMAN YEAR****First Semester**

English 1 .....	3 hours
Accounting 1 .....	3 hours
Fine Arts Appreciation, Foreign Language, or American History ...	5 hours
Science .....	5 hours
Physical Education ...	1 hour

---

17**Second Semester**

English 2 .....	3 hours
Accounting 11 .....	3 hours
Fine Arts Appreciation, Foreign Language, or American History ...	5 hours
Algebra 3 or Algebra & Trigonometry .....	5 hours
Physical Education ...	1 hour

---

17**SOPHOMORE YEAR****First Semester**

Accounting 12 .....	3 hours
U. S. and State Government or Science .....	5 hours
Psychology .....	3 hours
Speech .....	2 or 3 hours
Business Organization and Management ...	3 hours

---

16 or 17**Second Semester**

Accounting 23 .....	3 hours
Economics .....	5 hours
U. S. and State Government or Science .....	5 hours
Literature .....	3 hours

---

16



**GENERAL BUSINESS CURRICULUM****Degree: Associate in Business****1. Courses required for the General Business Curriculum:**

English 1 or 7a .....	3 semester hours
Speech .....	3 or 2 semester hours
Business Communications or English 2 .....	3 semester hours
Shorthand (Must include courses 13 and 33) .....	6 semester hours
Typewriting (Must include courses 15 and 16) .....	6 semester hours
*Accounting .....	12 or 3 semester hours
Business Organization and Management .....	3 semester hours
Office Machines .....	6 semester hours
Secretarial Procedures .....	3 semester hours
Business Law .....	3 semester hours
Business Arithmetic .....	3 semester hours
U. S. Government and State Government or American History .....	5 semester hours
**Electives .....	16 or 0 semester hours
Physical Education .....	2 semester hours

\*A student may specialize in Shorthand or Accounting, or both, but in any case will take one course in Accounting.

\*\*Electives should include General Psychology, Literature, Geography, Economics, Science, Introduction to Business

**2. Suggested order of study:****FRESHMAN YEAR****First Semester**

English .....	3 hours
Shorthand 3 or 13 .....	3 hours
Accounting 1 .....	3 hours
Business Arithmetic .....	3 hours
Typewriting (5 or 15) .....	3 hours
Physical Education .....	1 hour

16

**Second Semester**

Business Communications .....	3 hours
Shorthand 4 or 33 .....	3 hours
Accounting 11 .....	3 hours
Typewriting (6 or 16) .....	3 hours
Office Machines 20 .....	3 hours
Physical Education .....	1 hour

16

**SOPHOMORE YEAR****First Semester**

Shorthand 13 .....	3 hours
Typewriting 15 .....	3 hours
Accounting 12 .....	3 hours
Office Machines 35 .....	3 hours
State Government .....	2 hours
Business Organization and Management .....	3 hours

17

**Second Semester**

U. S. Government .....	3 hours
Speech .....	3 or 2 hours
Typewriting 16 .....	3 hours
Accounting 23 or Shorthand 33 .....	3 hours
Business Law .....	3 hours
Secretarial Procedures .....	3 hours

17



**GENERAL BUSINESS CURRICULUM (One Year)****Degree: Certificate****1. Courses required for the one-year General Business Curriculum:**

English 1 .....	3 semester hours
Speech .....	3 or 2 semester hours
Business Communications or English 2 .....	3 semester hours
Shorthand (Must be courses 13 and 33) .....	6 semester hours
Typewriting (Must be courses 15 and 16) .....	6 semester hours
Accounting .....	3 semester hours
Introduction to Business .....	3 semester hours
Office Machines .....	3 semester hours
*Electives .....	3 semester hours
Physical Education .....	2 semester hours

\*Electives should be chosen from: General Psychology, Literature,  
Business Arithmetic.

**2. Suggested order of study:**

First Semester	
English 1 .....	3 hours
Shorthand 13 .....	3 hours
Typewriting 15 .....	3 hours
Accounting 1	
or Elective .....	3 hours
Introduction	
to Business .....	3 hours
Physical Education ...	1 hour

Second Semester	
Business	
Communications ....	3 hours
Speech .....	2 hours
Shorthand 33 .....	3 hours
Typewriting 16 .....	3 hours
Accounting 11 .....	3 hours
Office Machines 20 ....	3 hours
Physical Education ...	1 hour



**DENTAL CURRICULUM****Degree: Associate in Arts****1. Courses required for the Dental Curriculum:**

English 1 or 7a and 2 .....	6 semester hours
Speech .....	3 or 2 semester hours
Chemistry .....	8 semester hours
Zoology .....	5 semester hours
Anatomy and Physiology .....	5 semester hours
Physics .....	8 semester hours
American History or Government .....	5 semester hours
Electives .....	23 semester hours
Physical Education .....	2 semester hours

**2. Suggested order of study:****FRESHMAN YEAR****First Semester**

Chemistry 1 .....	5 hours
Zoology .....	5 hours
Algebra & Trigonometry .....	5 hours
Physical Education .....	1 hour

16

**Second Semester**

Chemistry 2 .....	3 hours
Anatomy & Physiology .....	5 hours
Qualitative Analysis .....	3 hours
American History .....	5 hours
Physical Education .....	1 hour

17

**SOPHOMORE YEAR****First Semester**

English 1 .....	3 hours
Physics 1 .....	5 hours
Government .....	3 hours
Psychology .....	3 hours
Electives .....	2 hours

16

**Second Semester**

English 2 .....	3 hours
Physics 2 .....	3 hours
Economics .....	5 hours
Literature .....	3 hours
Speech .....	2 or 3 hours

16 or 17



**ENGINEERING CURRICULUM****Degree: Associate in Science****1. Courses required for the Engineering Curriculum:\***

English 1 or 7a and 2 .....	6 semester hours
Speech .....	3 or 2 semester hours
Literature .....	3 or 4 semester hours
American History or U.S. and State Government .....	5 semester hours
Mathematics 14, 15 and 16 .....	15 semester hours
Chemistry 1 and 2 .....	8 semester hours
Engineering Drawing 1 .....	2 semester hours
**Descriptive Geometry .....	2 semester hours
Physics 3 and 4 .....	10 semester hours
***Electives .....	8 semester hours
Physical Education .....	2 semester hours

\*The admission requirements for this curriculum must include four units in mathematics and one unit in science with laboratory.

\*\*Not required of Chemical Engineers.

\*\*\*Electives should be selected in accord with the requirements of the curriculum of the College to which the student will transfer: Introduction to Modern Physics; Plane Surveying; Engineering Drawing 3; Qualitative Analysis; Quantitative Analysis; General Economics; Slide Rule; Statics; Psychology; Accounting; Differential Equations; Fundamentals of Electrical Engineering

**2. Suggested order of study:****FRESHMAN YEAR****First Semester**

English 1 .....	3 hours
Mathematics 5 or 14 .....	5 hours
Engineering Drawing .....	2 hours
Slide Rule .....	1 hour
Chemistry 1 .....	5 hours
Physical Education .....	1 hour

17

**Second Semester**

English 2 .....	3 hours
Mathematics 14 or 15 .....	5 hours
Descriptive Geometry or State Government .....	2 hours
Chemistry 2 .....	3 hours
Physics 3 or Qualitative Analysis or U. S. Government .....	5 or 3 hours
Physical Education .....	1 hour

19 or 17

**SOPHOMORE YEAR****First Semester**

Mathematics 15 or 16 .....	5 hours
Physics 3 or 4 .....	5 hours
U. S. Government .....	3 hours
Quantitative Analysis or English Literature and State Government .....	5 hours

18

**Second Semester**

Mathematics 16 or 17, 5 or 3 hours	
State Government and English Literature or Statics .....	5 hours
Speech .....	2 hours
Fund. of Elec. Engr. ....	3 hours
Modern Physics (3 hrs.) or Physics 4 .....	3 or 5 hours

18



**GENERAL CULTURE CURRICULUM**

**Degree: Associate in Arts**

**Associate in Science**

**1. Courses required for the General Culture Curriculum:**

English 1 or 7a and 2.....	6 semester hours
Speech .....	2 or 3 semester hours
United States and State Government or American History .....	5 semester hours
Electives .....	48 semester hours
Physical Education .....	2 semester hours

**2. The General Culture Curriculum is planned to give the student maximum flexibility in planning his junior college program.**

**Sixty per cent of the total hours presented for graduation must be from work acceptable in the Arts and Science curriculum.**



**A fully equipped library is at the disposal of the student.**



**JOURNALISM CURRICULUM**

Includes preparation for Editorial,  
Advertising, Publishing, and non-technical  
Radio Curriculums.

**Degree: Associate in Arts****1. Courses required for the Journalism Curriculum:\***

English 1 or 7a and 2 .....	6 semester hours
Speech .....	3 or 2 semester hours
Foreign Language (in 1 Language) .....	13 semester hours
Biological Science or Physical Science .....	5 semester hours
Economics .....	5 semester hours
Survey of Journalism .....	1 semester hour
U. S. Government .....	3 semester hours
English Literature .....	6 semester hours
American History .....	5 semester hours
**Electives in Arts and Science Courses.....	15 semester hours
Physical Education .....	2 semester hours

\*One unit of Typewriting should be included in the high school credits.

\*\*Electives should be chosen from Sociology, General Psychology, Mathematics, Exposition, Accounting.

**2. Suggested order of study:****FRESHMAN YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
English 1 .....	3 hours	English 2 .....	3 hours
Foreign Language		Foreign Language ...	5 hours
or Electives .....	5 hours	Science or Electives ...	5 hours
Science or Electives ...	5 hours	Survey of Journalism and	
Survey of Journalism ...	1 hour	Electives .....	3 hours
Electives .....	2 hours	Physical Education ...	1 hour
Physical Education ...	1 hour		
	<b>17</b>		<b>17</b>

**SOPHOMORE YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
Foreign Language or		Foreign Language and/or	
Electives .....	5 hours	Electives .....	5 hours
U. S. Government ...	3 hours	Speech .....	2 or 3 hours
English Literature ...	3 hours	Economics .....	5 hours
American History ...	5 hours	English Literature ...	3 hours
		Survey of Journalism ...	1 hour
	<b>16</b>		<b>16 or 17</b>

NOTE: A student following this curriculum is expected to work on the school newspaper, THE CHART.



**LAW CURRICULUM****Degree: Associate in Arts****1. Courses required for the Law Curriculum:**

English 1 or 7a and 2 .....	6 semester hours
Public Speaking .....	3 semester hours
Science .....	5 semester hours
Mathematics .....	5 semester hours
American History .....	5 semester hours
United States and State Government .....	5 semester hours
Accounting .....	3 semester hours
Psychology or Sociology .....	3 semester hours
Foreign Language .....	10 semester hours
Electives .....	17 semester hours
Physical Education .....	2 semester hours

**2. Suggested order of study:****FRESHMAN YEAR****First Semester**

English 1 .....	3 hours
Foreign Language or American History .....	5 hours
Government .....	3 hours
Science .....	5 hours
Physical Education .....	1 hour

17

**Second Semester**

English 2 .....	3 hours
Foreign Language .....	5 hours
Algebra 3 or Algebra and Trigonometry .....	5 hours
Psychology or Sociology .....	3 hours
Physical Education .....	1 hour

17

**SOPHOMORE YEAR****First Semester**

Exposition .....	3 hours
Accounting 1 .....	3 hours
Foreign Language or American History .....	5 hours
Modern European History or English Literature .....	3 hours
Government .....	2 hours

16

**Second Semester**

Economics .....	5 hours
Modern European History or English Literature .....	3 hours
Public Speaking .....	3 hours
Science .....	5 hours

16



**MEDICAL CURRICULUM****Degree: Associate in Arts****1. Courses required for the Medical Curriculum:**

English 1 or 7a and 2 .....	6 semester hours
Speech .....	3 or 2 semester hours
*Foreign Language (in 1 Language) .....	10 semester hours
Chemistry .....	8 semester hours
Qualitative Analysis .....	3 semester hours
Zoology .....	5 semester hours
Anatomy and Physiology .....	5 semester hours
Physics .....	8 semester hours
American History or Government .....	5 semester hours
Electives .....	10 semester hours
Physical Education .....	2 semester hours

\*Not required if the particular school our candidate plans to attend does not require a foreign language.

**2. Suggested order of study:****FRESHMAN YEAR****First Semester**

Chemistry 1 .....	5 hours
Zoology .....	5 hours
Algebra and	
Trigonometry .....	5 hours
Physical Education ...	1 hour

---

 16
**Second Semester**

Chemistry 2 .....	3 hours
Qualitative Analysis ..	3 hours
Anatomy & Physiology	5 hours
Foreign Language or	
American History ...	5 hours
Physical Education ...	1 hour

---

 17
**SOPHOMORE YEAR****First Semester**

English 1 .....	3 hours
Foreign Language .....	5 hours
Physics 1 .....	5 hours
Quantitative Analysis ..	5 hours

---

 18
**Second Semester**

English 2 .....	3 hours
Speech .....	3 or 2 hours
Foreign Language or	
American History ...	5 hours
Physics 2 .....	3 hours
Psychology or	
English Literature ..	3 hours

---

 17 or 16



**MEDICAL TECHNOLOGIST CURRICULUM****Degree: Associate in Science****1. Courses required for the Medical Technologist Curriculum:**

English 1 or 7a and 2 .....	6 semester hours
Speech .....	3 or 2 semester hours
Chemistry .....	8 semester hours
Quantitative Analysis .....	5 semester hours
Qualitative Analysis .....	3 semester hours
Zoology .....	5 semester hours
Botany .....	5 semester hours
American History or U. S. and State Government	5 semester hours
Anatomy and Physiology .....	5 semester hours
Electives .....	18 semester hours
Physical Education .....	2 semester hours

(The student should have satisfactorily completed a course in type-writing in high school)

**2. Suggested order of study:****FRESHMAN YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
English 1 .....	3 hours	English 2 .....	3 hours
Chemistry 1 .....	5 hours	Chemistry 2 .....	3 hours
Algebra .....	3 hours	Qualitative Analysis ..	3 hours
General Psychology ..	3 hours	Botany .....	5 hours
Elective .....	2 hours	Speech .....	3 or 2 hours
Physical Education ...	1 hour	Physical Education ...	1 hour
<hr/>		<hr/>	
17		17	

**SOPHOMORE YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
Quantitative Analysis ..	5 hours	Anatomy & Psychology	5 hours
Zoology .....	5 hours	Physics 2 .....	3 hours
Physics .....	5 hours	Art Appreciation .....	3 hours
<hr/>		American History or	
		Government .....	5 hours
<hr/>		<hr/>	
15		16	



**MUSIC CURRICULUM****Degree: Associate in Arts****1. Courses required in the Music Curriculum:**

English 1 or 7a and 2 .....	6 semester hours
Speech .....	2 or 3 semester hours
English Literature .....	6 semester hours
Music Theory .....	16 semester hours
Music Literature .....	6 semester hours
American History or U. S. and State Government .....	5 semester hours
Vocal Techniques .....	2 semester hours
Keyboard Techniques .....	4 semester hours
Applied Music 5 (Major Area) .....	4 semester hours
Applied Music 6 (Minor Area) .....	2 semester hours
Modern Mathematics .....	3 semester hours
Fundamentals of Physical Science .....	5 semester hours
*Electives .....	4 semester hours
Physical Education .....	2 semester hours

\*Electives should be chosen from Psychology and Foreign Language.

**2. General Information****APPLIED MUSIC**

A. Private instruction may be arranged for piano, voice and most orchestral instruments. Two thirty-minute lessons (or one sixty-minute lesson) is required for a major area of performance, and one thirty-minute lesson is required for a minor area of performance. Wind, string and voice majors are advised to minor in piano.

Practice rooms are available at no cost to the student, but are reserved for students under the applied music program.

B. In the Vocal Music Department, Choir and Vocal Ensemble are open to all students with the consent of the director. One hour of elective credit per semester is allowed for each activity.

In the Instrumental Music Department, Concert Band and Stage Band are open to all students with the consent of the director. One hour of elective credit per semester is allowed for each activity.

Music majors are expected to participate in at least one vocal and instrumental ensemble. A maximum of eight hours is allowed for music activities during the four semesters.

C. **RECITAL REQUIREMENTS:** All music majors are expected to attend student and faculty recitals. Music majors are to appear on a minimum of two recitals each semester and to give a graduation recital during the final semester of approximately forty-five minutes length.

D. **SCHOLARSHIPS:** A limited number of scholarships are available to music majors. The scholarships are granted on the basis of musicianship, scholarship, and need, and are renewable. Application may be



made to the Scholarship Committee, Missouri Southern College, and will be subject to the approval of the music department of the College.

## 2. Suggested order of study:

### FRESHMAN YEAR

#### First Semester

English 1	3 hours
Elem. Music Theory	5 hours
Modern Mathematics	3 hours
Gen. Psychology	3 hours
Vocal Techniques	1 hour
Music 5 (Major)	1 hour
Music 6 (Minor)	1½ hour
Physical Education	1 hour

---

17½

#### Second Semester

English 2	3 hours
Elem. Music Theory	5 hours
Fund. of Physical	
Science	5 hours
Vocal Techniques	1 hour
Music 5 (Major)	1 hour
Music 6 (Minor)	1½ hour
Physical Education	1 hour

---

16½

### SOPHOMORE YEAR

#### First Semester

English Literature	3 hours
Adv. Music Theory	3 hours
Music Literature	3 hours
Speech	3 or 2 hours
Keyboard Techniques	1 hour
Music 5 (Major)	1 hour
Music 6 (Minor)	1½ hour
Elective	5 hours

---

18½

#### Second Semester

English Literature	3 hours
Adv. Music Theory	3 hours
Music Literature	3 hours
American History	5 hours
Keyboard Techniques	1 hour
Music 5 (Major)	1 hour
Music 6 (Minor)	1½ hour
Recital	Required

---

16½



**OPTOMETRY CURRICULUM****Degree: Associate in Arts****1. Courses required for the Optometry Curriculum:**

English 1 or 7a and 2 .....	3 semester hours
Speech .....	3 or 2 semester hours
English Literature .....	3 semester hours
Algebra and Trigonometry .....	5 semester hours
U. S. and State Government or American History .....	5 semester hours
Zoology .....	5 semester hours
Chemistry .....	8 semester hours
Physics .....	8 semester hours
General Psychology .....	3 semester hours
Electives .....	17 semester hours
Physical Education .....	2 semester hours

Suggested Electives: Child Psychology; English Literature; European History; U. S. Government; Economics.

**2. Suggested order of study:****FRESHMAN YEAR****First Semester**

English 1 .....	3 hours
Algebra & Trigonometry .....	5 hours
Chemistry .....	5 hours
General Psychology .....	3 hours
Physical Education .....	1 hour

17

**Second Semester**

English 2 .....	3 hours
Chemistry .....	3 hours
American History .....	5 hours
Electives .....	5 hours
Physical Education .....	1 hour

17

**SOPHOMORE YEAR****First Semester**

English Literature .....	3 hours
Physics 1 .....	5 hours
Zoology .....	5 hours
Speech .....	3 or 2 hours
Electives .....	2 hours

18 or 17

**Second Semester**

U. S. and State Govern- ment .....	5 hours
Sociology .....	3 hours
Physics 2 .....	3 hours
Electives .....	5 hours

16



**PHARMACY CURRICULUM****Degree: Associate in Arts****1. Courses required for the Pharmacy Curriculum:**

English 1 or 7a and 2 .....	6 semester hours
Speech .....	3 or 2 semester hours
Algebra and Trigonometry .....	5 semester hours
American History or Government .....	5 semester hours
Zoology .....	5 semester hours
Chemistry .....	8 semester hours
Physics .....	8 semester hours
Accounting .....	3 semester hours
Botany .....	5 semester hours
Qualitative Analysis .....	3 semester hours
Economics .....	5 semester hours
Quantitative Analysis .....	5 semester hours
Electives .....	2 semester hours
Physical Education .....	2 semester hours

**2. Suggested order of study:****FRESHMAN YEAR****First Semester**

Algebra & Trigonometry	5 hours
Chemistry .....	5 hours
Zoology .....	5 hours
Physical Education	1 hour

16

**Second Semester**

American History	5 hours
Chemistry .....	3 hours
Qualitative Analysis	3 hours
Botany .....	5 hours
Physical Education	1 hour

17

**SOPHOMORE YEAR****First Semester**

English 1 .....	3 hours
Physics 1 .....	5 hours
Quantitative Analysis	5 hours
Accounting 1 .....	3 hours

16

**Second Semester**

English 2 .....	3 hours
Economics .....	5 hours
Physics 2 .....	3 hours
Speech .....	3 or 2 hours
Electives .....	2 hours

16 or 15



**PHYSICAL EDUCATION CURRICULUM****Degree: Associate in Arts****1. Courses required for the Physical Education Curriculum:**

English 1 or 7a and 2 .....	6 semester hours
Speech .....	3 or 5 semester hours
Mathematics .....	3 semester hours
Literature .....	3 semester hours
Science .....	10 semester hours
Hygiene .....	3 semester hours
American History .....	5 semester hours
U. S. and State Government .....	5 semester hours
Recreational Activities .....	3 semester hours
Problems in Intramural Sports .....	3 semester hours
Electives .....	16 semester hours
Physical Education .....	2 semester hours

Electives should be chosen from General Psychology, Educational Psychology, Rules and Officiating, Art Appreciation, Music Masterpieces and Scouting and Boys' Work.

**2. Suggested order of study:****FRESHMAN YEAR****First Semester**

English 1 .....	3 hours
American History or Physical Science .....	5 hours
General Psychology .....	3 hours
Problems in Intramural Sports .....	3 hours
Hygiene .....	3 hours
Physical Education .....	1 hour

18

**Second Semester**

English 2 .....	3 hours
Speech .....	3 or 2 hours
American History or Physical Science .....	5 hours
Recreational Activities .....	3 hours
Mathematics .....	3 hours
Physical Education .....	1 hour

17

**SOPHOMORE YEAR****First Semester**

Zoology .....	5 hours
English Literature .....	3 hours
Rules and Officiating .....	2 hours
Art Appreciation .....	3 hours
U. S. Government .....	3 hours

16

**Second Semester**

Anatomy and Physiology .....	5 hours
Speech .....	3 hours
Music Masterpieces .....	2 hours
Scouting and Boys' Work .....	2 hours
Educational Psychology .....	3 hours
State Government .....	2 hours

17



**PHYSICAL THERAPY CURRICULUM****Degree: Associate in Arts****1. Courses required for the Physical Therapy Curriculum:**

English 1 or 7a and 2 .....	6 semester hours
Speech .....	3 or 5 semester hours
English Literature .....	3 semester hours
General Biology .....	5 semester hours
General Zoology .....	5 semester hours
Chemistry .....	5 semester hours
Elementary College Physics .....	5 semester hours
Mathematics .....	3 semester hours
Sociology .....	6 semester hours
American History .....	5 semester hours
Psychology .....	9 semester hours
Electives .....	7 or 5 semester hours
Physical Education .....	2 semester hours

**2. Suggested order of study:****FRESHMAN YEAR****First Semester**

English .....	3 hours
Chemistry .....	5 hours
Mathematics .....	3 hours
General Psychology .....	3 hours
Physical Education .....	1 hour

15

**Second Semester**

English .....	3 hours
General Biology .....	5 hours
American History .....	5 hours
Sociology .....	3 hours
Physical Education .....	1 hour

17

**SOPHOMORE YEAR****First Semester**

College Physics .....	5 hours
General Zoology .....	5 hours
Child Psychology .....	3 hours
Hygiene .....	3 hours

16

**Second Semester**

English Literature .....	3 hours
Speech .....	2 or 3 hours
The Family .....	3 hours
Psychology of Personal Adj. ....	3 hours
U. S. and State Govern- ment .....	5 hours

16 or 17



**SOCIAL WORK CURRICULUM****Degree: Associate in Arts****1. Courses required for the Social Work Curriculum:**

English 1 or 7a and 2 .....	6 semester hours
Speech .....	3 or 2 semester hours
Literature .....	4 semester hours
Biological Science .....	5 semester hours
Economics .....	5 semester hours
U. S. Government and State Government.....	5 semester hours
Psychology .....	3 semester hours
Sociology .....	3 semester hours
American History .....	5 semester hours
Electives in Arts and Science Courses.....	24 semester hours
Physical Education .....	2 semester hours

**2. Suggested order of study:****FRESHMAN YEAR****First Semester**

English 1 .....	3 hours
Science or Elective .....	5 hours
Sociology .....	3 hours
American History .....	5 hours
Physical Education .....	1 hour

17

**Second Semester**

English 2 .....	3 hours
Science or Elective .....	5 hours
U. S. and State Government .....	5 hours
Speech .....	3 or 2 hours
Physical Education .....	1 hour

16

**SOPHOMORE YEAR****First Semester**

Literature 3 or 11 .....	2-3 hours
Psychology .....	3 hours
Electives .....	10 hours

15 or 16

**Second Semester**

Economics .....	5 hours
Literature 4 or 12.....	2-3 hours
Electives .....	8 hours

15 or 16



**ELEMENTARY EDUCATION CURRICULUM****Degree: Associate in Arts****1. Courses required for the Elementary Education Curriculum:**

English 1 or 7a and 2 .....	6 semester hours
English Lit. or Foreign Language .....	6 semester hours
Speech .....	3 or 2 semester hours
American History .....	5 semester hours
United States and State Government .....	5 semester hours
Biological Science .....	5 semester hours
Physical Science, Chemistry or Physics .....	5 semester hours
General Psychology .....	3 semester hours
Geography .....	3 semester hours
Child Psychology .....	3 semester hours
Electives .....	19 semester hours
Physical Education .....	2 semester hours

**2. Suggested order of study:****FRESHMAN YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
English 1 .....	3 hours	English 2 .....	3 hours
Speech .....	3 or 2 hours	American History or	
Physical Science or		Physical Science .....	5 hours
American History .....	5 hours	*Music Masterpieces .....	2 hours
General Psychology .....	3 hours	*Music Fundamentals .....	3 hours
Geography .....	3 hours	Algebra .....	3 hours
Physical Education .....	1 hour	Physical Education .....	1 hour
	<hr/> 17		<hr/> 17

\*Not required if student has good background in Music  
Recommended elective — Art Appreciation.

**SOPHOMORE YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
English Literature .....	3 hours	English Literature .....	3 hours
Biological Science or		Government or	
Government .....	5 hours	Biological Science .....	5 hours
Art Education .....	3 hours	Educational Psychology .....	3 hours
Public School Music .....	2 hours	Children's Literature .....	2 hours
Child Psychology .....	3 hours	Hygiene .....	3 hours
	<hr/> 17		<hr/> 16



**SECONDARY EDUCATION CURRICULUM****Degree: Associate in Arts****Associate in Science****1. Courses required for the Secondary Education Curriculum:**

English 1 or 7a and 2 .....	6 semester hours
Speech .....	3 or 2 semester hours
Literature or Foreign Language.....	5 or 6 semester hours
Mathematics .....	3 or 5 semester hours
Fine Arts Appreciation .....	2 or 3 semester hours
Biological Science .....	5 semester hours
Fundamentals of Physical Science, Chemistry or Physics .....	5 semester hours
American History and Government or Economics .....	10 semester hours
General Psychology .....	3 semester hours
Adolescent Psychology .....	3 semester hours
Electives .....	14 semester hours
Physical Education .....	2 semester hours

**2. Suggested order of study:****FRESHMAN YEAR**

<b>First Semester</b>	<b>Second Semester</b>
English 1 .....3 hours	English 2 .....3 hours
Science .....5 hours	Science .....5 hours
Mathematics or History 5 hours	Mathematics or History 5 hours
General Psychology ...3 hours	Speech .....3 or 2 hours
Physical Education ...1 hour	Physical Education ...1 hour
17	16

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Second Semester</b>
English Literature ...3 hours	English Literature ...3 hours
Fine Arts Appreciation 3 hours	Government
Adolescent Psychology 3 hours	or Economics .....5 hours
Electives .....7 hours	Educational Psychology 3 hours
16	Electives .....5 hours
	16



## SECTION 3

### EXPLANATION

**Definition of Semester Hours:** The hour, which is the unit of credit given in the College, is the equivalent of a subject pursued one period per week for one semester. Thus, a course valued at two semester hours' credit will normally meet two hours per week for one semester.

**Course Numbers:** Each course has been given a number which follows the name of the course. The small letters indicate the semester or semesters in which the course is usually offered: "f" designates a course offered in the fall semester; "w," the winter semester.

**Technical Education Courses:**

See Section 4.

### ARTS AND SCIENCE

#### 1. ENGLISH AND SPEECH

##### a. English

**English 1 (f and w).** A study of the principles of effective writing based largely upon expository prose models. Students who show exceptional ability may be permitted to substitute English 7a for the English 1 requirement. 3 hours.

**English 2 (f and w).** Prerequisite, English 1 or 7a. A course that develops reading comprehension through an introduction to types of literature and offers practice in expository writing. 3 hours.

**English 7a (f).** A special composition course for freshmen who demonstrate exceptional proficiency in the mechanics and effectiveness of expression in English. 3 hours.

**Exposition 7 (f).** Prerequisite, English 1 or 7a and 2, or their equivalent. A study of the techniques of factual writing and the writing of non-fiction. Recommended for all students, especially for those entering professional schools. 3 hours.

**Survey of Journalism 14 (f and w).** No prerequisite. Open to freshmen and sophomores who want an opportunity to try various types of work in the field of journalism and who want to become active on the staff of the college paper. 1 hour.

**Survey of Journalism 15 (f and w).** Prerequisite, Survey of Journalism 14. Open to freshmen and sophomores. 1 hour.

**Masterpieces of Literature 3 (f).** No prerequisite. World literature with emphasis upon the early years. 2 hours.

**Masterpieces of Literature 4 (w)** No prerequisite. World literature, other than English, with emphasis upon the last three centuries and representative writers of the Eastern world. 2 hours.

**English Literature 11 (f).** Prerequisite, sophomore standing. A survey course in English literature from Beowulf to the Romantic Movement. 3 hours.



**English Literature 12 (w).** Prerequisite, sophomore standing. A survey course in English literature from the Romantic Movement to the present. 3 hours.

**Children's Literature 13 (w).** Prerequisite, English 1. A reading, lecture and observation course for elementary education students, including evaluation of children's literature, its historical development and its use in elementary schools. 2 hours.

### b. Speech

**Speech Techniques 5 (f and w).** Prerequisite English 1 or 7a. A practical course designed to improve or to develop self-expression. Emphasis is placed on development of principles of effective oral communications. 2 hours.

**Introduction to the Theatre 6 (f).** Survey course in theatre history, stressing the contributions of playwrights, actors and social trends of all periods as contributing factors to the contemporary theatre. 3 hours.

**Dramatic Interpretation 7 (f).** The study and application of the principles and techniques of oral reading. The course includes an analysis of different types of prose and poetry for platform presentation. 3 hours.

**Play Production 9 (w).** A course dealing with the techniques and problems of mounting a play. The course includes a basic analysis of the construction of the drama, along with the basic elements of costume, stagecraft and make-up. 3 hours.

**Beginning Acting 11 (f).** A basic course in acting; character analysis and the creation of a role; stage movement and basic techniques. Attention given to individual and group rehearsals. Laboratory work includes taking part in some phase of the major production. 3 hours.

**Beginning Directing 13 (w).** Basic principles, skills, and techniques involved in the direction of plays. An analysis and study with practical demonstrations and class exercises of these fundamental principles of play directing. 3 hours.

**Public Speaking 15 (f and w).** Prerequisite, English 2 and Speech Techniques 5 or the approval of the instructor. Practice in preparation and delivery of impromptu and extemporaneous speaking. 3 hours.

**Stagecraft (f and w).** A laboratory and whenever possible, lecture course devoted to the mounting of the major productions. The course may be repeated for accumulation of 4 hours. 1 hour.

## 2. FOREIGN LANGUAGE

### a. French

**Elementary French 1 (f or w).** (Students who have had only one unit of French in high school should take the elementary course). Conversation practice and vocabulary building. Pronunciation proficiency, essentials of grammar. Graded readings. 5 hours.



**Intermediate French 2** (f or w). Prerequisite, Elementary French 1, or two units of high school French. Special emphasis on conversation and vocabulary building. Reading of stories and plays. 5 hours.

**Advanced French 3** (f or w). Prerequisite, Intermediate French 2, or three or four units of high school French. Advanced conversation and reading. Individual reading and reports. 3 hours.

#### **b. German**

**Elementary German 1** (f or w). (Students who have had only one unit of German in high school should take the elementary course). Intensive practice in conversation to further proficiency in speaking the language. Vocabulary building and writing. Brief study of the essentials of grammar. 5 hours.

**Intermediate German 2** (f or w). Prerequisite, Elementary German 1, or two years of high school German. Emphasis on the spoken idiom. Reading of stories and plays. Individual reading and reports. 5 hours.

**Advanced German 3** (f or w). Prerequisite, Intermediate German 2, or three or four units of high school German. Advanced conversation and reading. Individual reading and reports. 3 hours.

#### **c. Spanish**

**Elementary Spanish 1** (f or w). (Students who have had only one unit of Spanish in high school should take the elementary course.) Conversation and vocabulary building are most important in the course. Pronunciation proficiency and grammar essentials. 5 hours.

**Intermediate Spanish 2** (f or w). Prerequisite, Elementary Spanish 1, or two units of high school Spanish. Conversation is stressed. Intermediate reading and composition. 5 hours.

**Advanced Spanish 3** (f or w). Prerequisite, Intermediate Spanish 2, or three or four years of high school Spanish. Conversation is stressed. Rapid reading of Spanish masterpieces. Individual reading and reports. 3 hours.

### **3. MATHEMATICS**

**Algebra 1** (f or w). A basic course for students who are deficient in mathematics. No credit for students who have one or more units of high school algebra. 3 hours.

**Trigonometry 2** (f or w). Prerequisite, one and one-half units of high school algebra, Algebra 1 or College Algebra 3. Study of trigonometric functions and their applications. (Two hours' credit for students offering trigonometry for entrance). 3 hours.

**College Algebra 3** (f or w). Prerequisite, One and one-half units in high school algebra, Algebra 1 or Modern Mathematics 6. A course for students who do not expect to major in mathematics, engineering, or the natural sciences. 3 hours.



**Algebra and Trigonometry 5** (f and w). Prerequisite, satisfactory score on departmental placement test and three units in high school mathematics. Students not meeting these requirements must earn a grade of "C" in Algebra 1, or 3, or Modern Mathematics 6, or have the consent of the instructor before enrolling. (Many Colleges of Engineering do not allow credit for the course, Algebra and Trigonometry). 5 hours.

**Modern Mathematics 6** (f and w). Prerequisite, one year of high school mathematics or consent of the instructor. Basic elements of set theory and mathematical logic with applications to algebra and geometry. Also, a survey of several modern topics. 3 hours.

**Statistics 7** (w). Prerequisite, College Algebra 3 or equivalent. Introduction to the basic concepts of statistical inference and to the methods of statistical analysis. 3 hours.

**Slide Rule 8** (f and w). Prerequisite, trigonometry or concurrent registration in trigonometry. A laboratory course in the use of a log-log rule. A student may be excused if he passes a proficiency test. Meets two hours a week. 1 hour.

**Analytic Geometry and Calculus 14** (f or w). Prerequisite, Algebra and Trigonometry 5, with a grade of "C," or four units of high school mathematics and a satisfactory score on departmental placement test. Differentiation and integration of algebraic functions. Conic sections. 5 hours.

**Analytic Geometry and Calculus 15** (f or w). Prerequisite, Analytic Geometry and Calculus 14 with a grade of "C." Differentiation and integration of transcendental functions, polar coordinates, vectors, and applications. 5 hours.

**Analytic Geometry and Calculus 16** (f or w). Prerequisite, Analytic Geometry and Calculus 15. Solid analytic geometry, infinite series, partial differentiation, and multiple integrals. 5 hours.

**Differential Equations 17** (w). Prerequisite, Analytic Geometry and Calculus 16, or concurrent registration. Standard types of ordinary equations of the first and second order, linear equations with constant coefficients, and applications to geometry and physical science. 3 hours.

**Selected Topics in Mathematics 20** (w). Prerequisite, Analytic Geometry and Calculus 14. A course to enrich the student's knowledge and promote his interest in various areas of mathematics, especially in the area of modern mathematics. Required of mathematics majors. 1 hour.

#### 4. ENGINEERING

**Engineering Drawing 1.** (f). Study of use of drawing instruments, lettering, technical sketching, tracing and blue printing. A. S. A. standards are basis for drafting conventions. 2 hours.

**Descriptive Geometry 2** (w). Prerequisite, Engineering Drawing 1. Practical applications of principles to problems of geology and mining, and mechanical and architectural engineering. 2 hours.

**Engineering Drawing 3.** (w). Prerequisite, Engineering Drawing 1. Screw thread, bolts and nuts, detail and assembly, gear and cam de-



sign, topographical and pattern drafting. 2 hours.

**Architectural Drawing 4 (w).** Prerequisite, Engineering Drawing 1. The fundamental principles of house planning, including materials of construction and room arrangements. Plans will be drawn of some suitable building. 2 hours.

**Plane Surveying 9 (f and w).** Prerequisite, trigonometry. An introductory course. A study of adjustment and use of surveyor's compass, levels, plane table and alidade, and transit. Field work in chaining, profile and differential leveling, traverse, land survey, etc. 2 hours.

**Fundamentals of Electrical Engineering 11 (f or w).** Prerequisite, General College Physics 3, or should be taken concurrently. D. C. networks; branch currents, loop currents and nodal methods; Norton's and Thevenin's theorems; simple magnetic circuits; inductance; capacitance. Three lecture hours per week. 3 hours.

**Statics 13 (w).** Prerequisites, Physics 3 and concurrent registration in Analytic Geometry and Calculus 16. The principles of mechanics as applied to problems of engineering in which the structures under consideration are in static equilibrium. 3 hours.

## 5. PSYCHOLOGY

**General Psychology 1 (f and w).** Principles which control individual human behavior. Prerequisite for all other courses in psychology. 3 hours.

**Child Psychology 3 (f).** Prerequisite, General Psychology 1. Consideration of theories, principles, and characteristics associated with the mental and physical growth of the child. Study to include relationships with others with emphasis on the ways in which fundamental needs may be met in daily living. 3 hours.

**Adolescent Psychology 4 (f).** Prerequisite, General Psychology 1. The development, behavior, special problems and characteristics of the pre-adolescent and adolescent with study given for proper guidance. 3 hours.

**Educational Psychology 5(w).** Prerequisite, General Psychology 1. A general course designed to acquaint the student with some of the scientific psychological trends. Principles for developing and improving the



teaching-learning processes receive special consideration. Open to fourth-semester education majors only. 3 hours.

**The Psychology of Personal Adjustment 6 (f).** Prerequisite, General Psychology 1, or the consent of the instructor. Emphasis on certain psychological principles that, if applied, would result in optimum emotional maturity. 3 hours.

**Abnormal Psychology 7 (w).** Prerequisite, General Psychology 1 and approval of the instructor. Introduction to the study of abnormal behavior including attention to causes, psychodynamic factors, patterns and prevention of abnormal behavior. Open only to students with understanding of basic psychological principles and associated terminology. 3 hours.

## 6. SCIENCE

### a. BIOLOGICAL SCIENCE

**General Biology 1 (f).** This course is recommended for those students who plan to take only five hours of biological science. No credit for students who have credit for General Zoology 1 or General Botany 2. A cultural course in the field of biology planned to give the student basic concepts in the fundamentals of biology and the application of these concepts to modern living. Three one-hour lecture periods and two two-hour laboratory periods per week. 5 hours.

**General Zoology 1 (f).** A detailed study of a vertebrate animal, followed by a general survey of the animal groups and studies of representatives of these groups. Three one-hour lecture periods and two-hour laboratory periods per week. 5 hours.

**General Botany 2 (w).** A liberal education course emphasizing general biological principles, especially as applied to plants, consisting of a detailed study of structure, function, and life cycle of selected typical seed plants plus a survey of the Plant Kingdom and its evolution. A one-semester, five-hour laboratory course consisting of three one-hour lecture periods and two two-hour laboratory periods per week. 5 hours.

**Hygiene 3 (f and w).** Study of principles of personal and social hygiene and public health. 3 hours.

**Anatomy and Physiology 5 (w).** Prerequisite, General Zoology



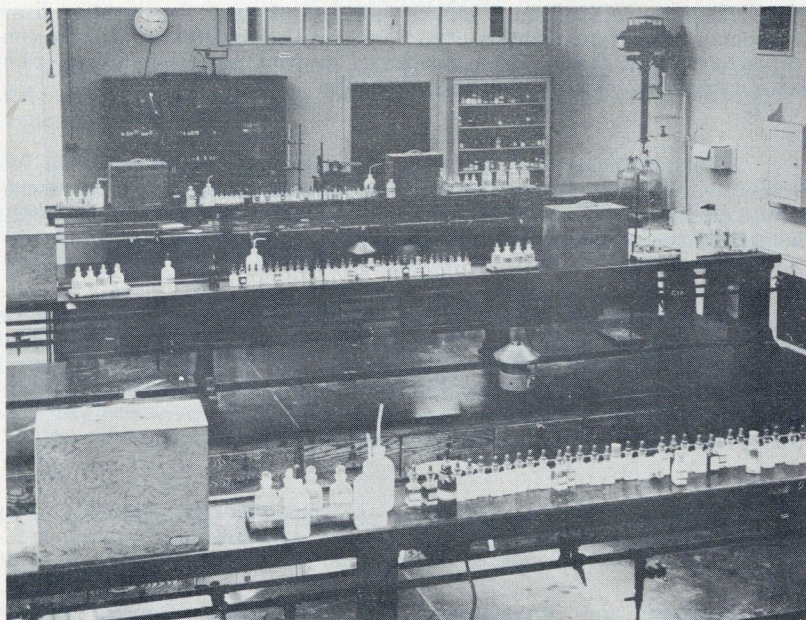
1 with minimum grade of "C." Includes study of structure of the cell, skeletal and muscular and nervous systems, and introduction to embryology. 5 hours.

### b. PHYSICAL SCIENCE

**General Chemistry 1** (f and w). Prerequisites, One and a half units of high school algebra, one unit of geometry, and a satisfactory score on an entrance test or Algebra 1, or Modern Mathematics 6. Introduction to theories of chemistry with emphasis on the relationship of structure to properties of matter and the quantitative aspects of changes. Three lectures, one 3-period laboratory, and one problem-solving session per week. 5 hours.

**General Chemistry 2** (f and w). Prerequisite, General Chemistry 1 with a minimum grade of "C." A continuation of General Chemistry 1. Emphasis on applications of chemical equilibrium, electro-chemistry, aqueous solutions, and the chemistry of the elements as periodic groups. Three lectures and one problem-solving session per week. 3 hours.

**Qualitative Analysis 3** (w). Prerequisite, Preceded or accompanied by General Chemistry 2. Identification of cations and anions. Application of principles presented in General Chemistry 2. One lecture and six periods of laboratory per week. 3 hours.



General View of Chemical Laboratory



**Quantitative Analysis 4 (f).** Prerequisite, Eight hours of college chemistry. Includes volumetric, gravimetric, and some potentiometric and spectrophotometric analyses. Three lectures and two three-period laboratories per week. 5 hours.

**Organic Chemistry 5 (w).** Prerequisite, Eight hours of college chemistry. Deals with both aliphatic and aromatic compounds, their structure, nomenclature, and reaction mechanisms. Three lectures and two three-period laboratories per week. 5 hours.

**Fundamentals of Physical Science 1 (f and w).** A course planned to give the student an image as to how science has developed historically, the basic concepts in fundamentals of chemistry, physics and other sciences, applications of science to modern living, and a picture of some possible developments. Lecture, laboratory and demonstrations. 5 hours.

**Elementary College Physics 1 (f).** Prerequisite, Two units of high school algebra or College Algebra 3. Includes study of mechanics, properties of matter, heat, wave motion and sound. Lecture, laboratory, demonstration and problem-solving periods. 5 hours.

**Elementary College Physics 2 (w).** Prerequisite, Elementary College Physics 1. Includes study of electricity, magnetism, light and topics from modern physics. Lecture, recitation and problem-solving periods. 3 hours.

**General College Physics 3 (f and w).** Prerequisite, Analytic Geometry and Calculus 14. Analytic Geometry and Calculus 15 should be taken concurrently. Includes the study of mechanics, properties of matter, heat, wave motion and sound. Lecture, laboratory, problem-solving periods. 5 hours.

**General College Physics 4 (f and w).** Prerequisite, General College Physics 3. A study of electricity, magnetism, and light, with introductions to quantum properties of radiation and matter and to nuclear reactions. Lecture, laboratory, and problem-solving periods. 5 hours.

**Introduction to Modern Physics 20 (w).** Prerequisites, Analytic Geometry and Calculus 16 and General College Physics 4. A study of electrons, photo-electricity, relativity, quantum theory, positive rays, X-rays, elementary spectroscopy, radioactivity, atomic and nuclear structure, nuclear energy, and fundamental particles. Taught by lecture and problem solving. This course is designed for physics and engineering majors. 3 hours.



## 7. SOCIAL SCIENCE

### a. Geography

**Introduction to Geography 1** (f). A study of major climatic regions. Special emphasis is placed upon products of these regions; their importance in international trade; and their effects on populations. 3 hours.

### b. History

**Modern European History 3** (f). Study of growth of nations, and cultural and political developments from 1492 to 1815. 3 hours.

**Modern European History 4** (w). Study of development in Europe from the Congress of Vienna to the present. 3 hours.

**American History 5** (f and w). The foundations of American nationality, with special emphasis on the European heritage, evolution of colonial and national institutions, social and intellectual problems and the war between the states; the post-Civil War period with emphasis on the development of labor, farm, and business organizations, the growth of the Progressive tradition in politics and the United States' involvement in contemporary world affairs. 5 hours.

### c. Political Science

**General Economics 8** (w). Prerequisite, Sophomore standing. An introduction of the American economy. A study of the functioning of the competitive system, organization of business and labor, the economic role of government, the problems of production and consumption, money and banking, price determination, international trade, business cycles, social movements and social legislation and economic welfare. 5 hours.

**State Government 10** (f and w). The subject matter dealing with state and local government includes the following: a survey of some political ideologies, a study of constitutional structures; stress on popular government, examination of services and activities; and an analysis of selected major problems. 2 hours.

**United States Government 11** (f and w). The subject matter is organized on principles and practices of government. Starting with the formation and structure of the federal government, successively, civil rights and responsibilities, legislature and public policy, administration, adjudication, and services and activities. 3 hours.

**International Relations 12** (w). A general introductory course which includes the meaning of sovereignty, the evolution of the modern state system, factors which affect the power of a state, such as raw materials, political institutions, industrial, commercial and financial strength; the international positions and foreign policies of the great powers; history of recent international relations building for a more stable world. 3 hours.



**Problems in Contemporary World History 13 and 14 (w).** The United Nations is used as a basis for studying contemporary world problems. The course involves a study of this world organization, its structure and functions and its current problems. Students in the course will make a detailed study of the economic, social and political problems of a different country each semester. The class will meet one hour each week. 1 hour.

#### d. Sociology

**General Sociology 1 (f and w).** A survey of the development of man, human associations and social institutions, with a descriptive analysis of modern man and his socially determined activities and cultural growth. 3 hours.

**The Family 2 (w).** Study of factors which make or mar homes, and of ways to promote better homemaking. 3 hours.

**Introduction to Social Work 3 (f or w).** The purpose of this course is to acquaint the student with social welfare programs and the development of services. The course will include professional opportunities in social work. Tax supported and voluntarily financed health and welfare programs will be considered. 3 hours.

### COMMERCE

#### 1. GENERAL BUSINESS

**Accounting 1 (f).** Fundamental principles as applied to modern business practice, including theory of debits and credits, journals, ledgers, balance sheets, and profits and loss statements. Meets five hours each week. 3 hours.

**Accounting 11 (w).** Prerequisite, Accounting 1, or high school bookkeeping, or special permission of instructor. A study of various subjects, such as payrolls, insurance, depreciation, branch accounting, partnerships and corporations. 3 hours.

**Accounting 12 (f).** Prerequisite, Accounting 11. Application of accounting principles to manufacturing statements, inventories, valuation accounts, and other special topics. 3 hours.

**Accounting 23 (w).** Prerequisite, Accounting 12 or special permission of instructor. Cost accounting and special subjects. 3 hours.

**Business Communications 2 (w).** Prerequisite, English 1. Provides for the study of the principles for writing effective business letters. Students get experience in writing various kinds of letters: sales, credits, collection, adjustment, application and others. 3 hours.

**Business Arithmetic 7 (f and w).** A review of the fundamental process of arithmetic as applied to business. It also includes common and decimal fractions, percentage and markup, interest and bank discount, compound interest, payrolls and taxes, and financial statements. It should be taken concurrently with Accounting 1. 3 hours.



**Statistics 7 (w).** (See under Mathematics)

**Economics 8 (w).** (See under Social Science.)

**Introduction to Salesmanship 22 (f).** An analysis of the techniques of personal, retail, and general selling. Selecting sales appeals, planning the approach, and the methods of effecting a favorable response. The objectives of the course are to develop skill in personal persuasion and to provide an introduction to modern selling activity. 3 hours.

**Introduction to Business 24 (f).** An introductory course in modern American business, including a study of the capitalistic system, ownership and organization, marketing, finance, law and taxation. Emphasis is placed on learning the "language" of business. The course provides a background for the student to choose an area for specialization. 3 hours.

**Advertising 25 (w).** A study of the general principles of advertising, with special emphasis upon its use by retail organizations, including mediums employed, sales promotion, layout construction, and copy writing. Principals of interior and window display for retail stores. 3 hours.

**Business Law 30 (w).** Prerequisite, Sophomore standing or the consent of the instructor. A study of the principles of law and its enforcement as applied to American business. The course includes contracts, agency and employment, negotiable instruments, personal property and bailments, and sales of goods. Special attention is placed on law terminology and cases and problems are used to illustrate the various aspects of business law. 3 hours.

**Human Relations in Personnel Management 31 (f and w).** A course in human relations with application of the dynamics of human behavior to industrial situations. 3 hours.

**Business Organization and Management 32 (f and w).** Prerequisite six semester hours in business courses. A course in business organization and management with application of concepts and techniques to specific, realistic case situations. 3 hours.

## 2. SECRETARIAL

**Shorthand 3 (f).** (Beginning Shorthand). A theory course in which the principles of shorthand are studied. Vocabulary building is stressed. Not open to students who have completed one year of shorthand in high school, except by permission of the instructor. Typewriting should precede or parallel the course. Meets five days each week. 3 hours.

**Shorthand 4 (w).** (Intermediate Shorthand). Prerequisite, Shorthand 3 or any course in which the theory has been completed. This is a dictation course, with a review of theory, and special attention given to developing efficient transcription procedures. Dictation will range from 60 to 100 words per minute, depending upon the ability of the students. The minimum speed requirement by the end of the semester is to write at least 80 words per minute with 95 per cent or more accuracy. 3 hours.

**Shorthand 13 (f).** (Advanced Shorthand). Prerequisite, Short-



hand 4 or the ability to take dictation at 80 words per minute. The emphasis in this course is to develop accuracy in transcription as well as to increase the rate of transcription. Dictation will range from 80 to 140 words per minutes. The minimum requirement by the end of the semester is at least 100 words per minute with 95 per cent or more accuracy. 3 hours.

**Shorthand 33 (w).** (Advanced Shorthand) Prerequisite, Shorthand 13 or the ability to take dictation at 100 words per minute. This is a course for the development of expert stenographers. A great deal of emphasis is placed upon accuracy and rate of transcription, and production of mailable letters. Dictation will range from 100 words per minute to 160 words per minute. The minimum requirement by the end of the semester is at least 120 words per minute with at least 95 per cent accuracy. A student who has taken 9 hours of shorthand and has earned a 120-word per minute certificate may be excused from this course. 3 hours.

**Shorthand 33a (w).** This course is for students who have had two years of high school shorthand and wish a third course in college. The minimum requirement by the end of the semester is 130 words per minute with 95 per cent accuracy if the student has previously met the requirements of Shorthand 33. 3 hours.

**Typewriting 5 (f).** (Beginning Typewriting). The chief emphasis in this course is to learn to manipulate the typewriter efficiently. The development of speed is stressed so that the student will, upon completion of the course, have a fair rate which will be of use to him personally. A few simple letter styles are taught as well as manuscript writing and simple tabulation. Meets five days a week. 3 hours.

**Typewriting 6 (w).** (Intermediate Typewriting). Prerequisite Typewriting 5 or a good knowledge of the keyboard. This is primarily a letter-writing course. All the styles of business and personal letters are studied and written. Efficient methods of writing more difficult manuscripts and tabulations are also studied. Minimum requirement for passing is the ability to type 40 words per minute for ten minutes within the 5-error limit. 3 hours.

**Typewriting 15 (f).** (Advanced Typewriting). Prerequisite Typewriting 6 or the ability to write 40 words per minute for ten minutes and a knowledge of letter writing. Production of mailable letters, manuscripts, reports, addressing envelopes, etc., is emphasized. Complicated manuscripts, business reports, tabulations, form letters, and efficient use of multiple carbons are some of the materials which are studied. Minimum requirement for passing is the ability to write 50 words per minute for ten minutes within the 5-error limit. 3 hours.

**Typewriting 16 (w).** (Advanced Typewriting). Prerequisite Typewriting 15 or the ability to write 50 words per minute for ten minutes. Legal typing is introduced, and business forms are the chief emphasis in this course. The use of office typing projects to accustom the students to



office procedure is introduced the last part of the semester. Minimum passing requirement is 60 words per minute within the 5-error limit. 3 hours.

**Secretarial Procedures 21** (w). Business ethics, secretarial duties common to all lines of business, such as handling mail, meeting callers, and using the telephone, etc. The student receives instructions in the use of present day filing systems and their application to the various types of business. This course is offered for sophomores in the General Business curriculum. Freshman may be admitted by permission of the instructor. 3 hours.

**Office Machines 20** (f and w). Prerequisite, Typewriting. A laboratory course in the operation of the ten-key and full-key adding machines, the rotary and key-driven calculators, the transcribing machine, the posting machine and the spirit and stencil duplicators. The objective of the course is to develop enough skill for initial employment in the operation of these machines. Meets five days a week. 3 hours.

**Office Machines 35** (f and w). Prerequisite, Office Machine 20. A laboratory course continuing the work as set up for Office Machines 20. Special emphasis is placed on developing additional skill in the operation of the rotary and key-driven calculators, the adding machines, the posting machine and the stencil duplicator. 3 hours.

## **FINE ARTS**

### **1. ART**

**Art Composition 1** (f and w). Study of history, materials and methods of creative art. 3 hours.

**Art Composition 2** (f and w). Prerequisite, Art Composition 1. Elementary training in drawing and color in relation to composition. 3 hours.

**Art Composition 3** (f and w). Prerequisite, Art Composition 2. Study of pictorial organization. 3 hours.

**Art Composition 4** (f and w). Prerequisite, Art Composition 3. Creative Art. 3 hours.



**Art Education 5** (f). Study of history, materials and methods of creative art as used by elementary teachers. 3 hours.

**Elementary Ceramics 6** (f and w). Prerequisite, Art Composition 1, or permission of the instructor. Introduction to materials and techniques in stoneware ceramics. 2 hours.

**Art Appreciation 7** (f and w). Art in everyday life for the consumer. 3 hours.

**Commercial Art 8** (f and w). Prerequisite, Art Composition 1, or permission of the instructor. Basic study of layout, techniques and media used in lettering, newspaper, magazine, poster, packaging and similar advertising projects. 2 hours.

## 2. MUSIC

**College Choir 1** (f and w). The College Choir is open to any properly enrolled student with previous musical experience in choral work. Auditions are held at the beginning of each semester. The College Choir is limited to 60 members and includes concerts and performances for civic clubs and area schools with a tour when possible. May be taken for four semesters. 1 hour.

**Vocal Ensemble 2** (f and w). The Vocal Ensemble is a small group of select voices. This group performs for civic programs and at special recitals. May be taken for four semesters 1 hour.

**Concert Band 3** (f and w). Open to all students with the consent of the director. The purpose of the Concert Band is to study and perform classic and contemporary works for winds. Performances include two major concerts each year and a portion of the Graduation and Baccalaureate exercises. May be taken for four semesters. 1 hour.

**Stage Band 4** (f and w). Open to members of the Concert Band by consent of the director. Limited to 20 students. The purpose of the Stage Band is to study and perform techniques and literature available in the Concert Jazz field. Activities include two formal appearances each year, participation in Jazz Festivals, assemblies, and for civic groups. May be taken for four semesters. 1 hour.

**Applied Music 5** (f and w). Applied music may be arranged for piano, voice, and most orchestral instruments. Two thirty-minute lessons or one sixty-minute lesson per week is required for major study. May be taken for four semesters. 1 hour.

**Applied Music 6** (f and w). Applied music in a minor area may be arranged for piano, voice, and most orchestral instruments. One



thirty-minute lesson per week is required for minor study. String, wind, and voice majors are advised to minor in piano. May be taken for four semesters.  $\frac{1}{2}$  hour.

**Applied Music 7** (f and w). A second minor may be taken with the same requirements and credits as Applied Music 6.

**Keyboard Techniques 8** (f). Applications or primary and secondary chords to accompaniment patterns, include secondary dominants and modulation. 1 hour.

**Keyboard Techniques 9** (w). Continuation of Keyboard Techniques 8 including trans-position and emphasis on sight-reading and performance of a two-part invention. 1 hour.

**Vocal Techniques 10** (f). Class instruction in the fundamentals of singing. Required of music majors who do not major or minor in voice. 1 hour.

**Vocal Techniques 11** (w). Continuation of Vocal Techniques 10. 1 hour.

**Woodwind Techniques 12** (f). Class instruction in teaching of woodwind. Intended for music majors. 1 hour.

**Woodwind Techniques 13** (w). Continuation of Woodwind Techniques 12. 1 hour.

**Elementary Music Theory 14** (f). An intensive study of the basic materials of music developed through melodic, rhythmic, and harmonic dictation, sight singing and written harmony. Triads, inversions, cadences, diatonic modulation. 5 hours.

**Elementary Music Theory 15** (w). Continuation of Elementary Music Theory 14. including non-harmonic tones, seventh chords, altered chords and chromatic modulation. 5 hours.

**Advanced Music Theory 16** (f). Prerequisite, Music Theory 15. Advanced work in aural perception, Neapolitan Sixth chords, Augmented Sixth chords, ninth, eleventh, and thirteenth chords, harmonization of an unfigured bass and of soprano. 3 hours.

**Advanced Music Theory 17** (w). Continuation of Advanced Music Theory 16. Modal harmony, introduction to contemporary music, study of forms and their development and composition in simple forms, including theme and variation and two-part writing. 3 hours.

**Music Masterpieces 18** (f). Designed to enable one to understand music and its development through media, terminology, chronology and repertoire. Emphasis on music of the Romantic Period. Not intended for majors in music. 2 hours.

**Music Masterpieces 19** (w). Designed to enable one to understand music and its development through media, terminology, chronology, and repertoire. Emphasis on the Classical Era, Baroque, Impressionism and the 20th Century. Not intended for majors in music. 2 hours.

**Music Literature 20** (f). A comparative study of music literature characteristic of the Ancient through the Baroque periods. Includes the



development of musical forms and styles. Intended for majors in music since score reading is involved. 3 hours.

**Music Literature 21** (w). Continuation of Music Literature 20. Includes motive development and thematic analysis. Classic through Contemporary periods. 3 hours.

**Music Fundamentals 22** (f). A comprehensive study of the rudiments of music for the classroom teacher. Practice is given in simple ear training, rhythms, major and minor modes, and harmony, including use of the autoharp. Recommended for elementary majors with a limited background in music. 3 hours.

**Public School Music 23** (w). A survey of music in the American schools with emphasis on the techniques employed in the elementary grades; materials and methods; the playing of simple melody instruments for elementary grades; use of the autoharp. Observations are scheduled in the Joplin schools, grade one through six, with some student teaching where possible. Prerequisite, background in music or Music Fundamentals 22. Recommended for music and education majors who may be asked to assist in elementary school music. 3 hours.

## HEALTH AND PHYSICAL EDUCATION

**Play and Games 1** (w). Activities suitable for the playground, recreation centers, elementary and secondary schools. This course will not substitute for Physical Education. 2 hours.

**Problems in Intramural Sports 5** (f). Designed to teach men how to carry on a program of intramural and recreational activities. Study of the rules and practice of touch-football, six-man football, soccer, handball, wrestling, boxing, apparatus and tumbling. 3 hours.

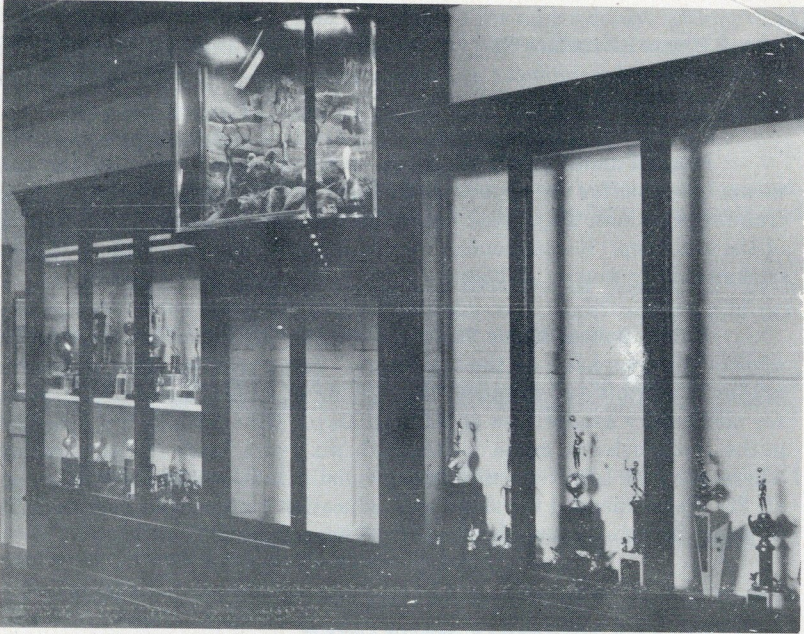
**Recreational Activities 6** (w). Study and practice of adult sports adaptable to junior and senior high school facilities and to recreational centers. Volleyball, badminton, tennis, speedball, flashball, golf, softball and baseball. 3 hours.

**Rules and Officiating 11** (f). The rules of football and basketball and the mechanics of officiating these sports. 2 hours.

**Scouting and Boys' Work 12** (w). Fundamental principles of the physical, mental and spiritual development of boys through the agency of various boys' clubs; how to conduct club meetings; the delinquent boy,



program building and the principles of scouting; preparing teachers as Scout leaders. 2 hours.



This trophy case features the "JUCO" College Mascot.

### **PHYSICAL EDUCATION**

All men and women students are required to take two courses in physical education for graduation from Missouri Southern College.

**Physical Education 1 and 2** (f and w). Freshmen Men. Two periods each week. The activities offered will be decided by the instructor. 1 hour each semester.

**Physical Education 3 and 4** (f and w). Freshmen Women. Two periods each week. The activities offered will be decided by the instructor. 1 hour each semester.

**Physical Education 5 and 6** (f and w). Sophomore Men. Two periods each week. A continuation of 1 and 2. 1 hour each semester.



**Physical Education 7 and 8 (f and w).** Sophomore Women. Two periods each week. A continuation of 3 and 4. 1 hour each semester.



## SECTION 4

### TECHNICAL EDUCATION DIVISION

The Technical Division of Missouri Southern College is designed to help students prepare for responsible jobs in technical employment. Approximately half of the student's time will be spent in the major technical area of interest. The remainder of time is spent in technically-related and/or general education subjects that lead toward the development of a well-trained technical worker. In addition to the subjects that are taught to develop skills and give technical knowledge, general education courses are included to give the student a more thorough understanding of his duties and responsibilities as a citizen and technician.

The Guidance Department of the Collège and the services of the Missouri State Employment Service will be combined to carefully select people who will profit most by technical training. Students who satisfactorily complete a Technical Curriculum may receive special assistance from the Missouri State Employment Service in locating satisfactory employment that will utilize their newly-attained skills and knowledge.

The Technical Division of Missouri Southern College is housed in the Franklin Technical School, 13th and Pearl, where the technical shop skills are taught. General education subjects are taught as a part of the regular College program on the main campus.

### ADMISSIONS

An application may be made by submitting a high school transcript to the Director of the Technical Division. All applicants will be screened and tested by the Missouri Southern College and the Missouri State Employment Service.

Applicants above 20 years of age who are not high school graduates and have passed the General Educational Development tests may enter when they have passed the required tests and have satisfied the school that they will profit from the course. The College Technical Division reserves the right to refuse any applicant who does not propose to use the training for entry into employment, and does not have the necessary ability and background.

If the classes are full at the time the application is made, the applicant will be placed on the waiting list. If there is a sufficient number, another class will be organized.

### ATTENDANCE

Regular attendance is required for satisfactory completion of work. Students who are not making satisfactory progress will be requested to withdraw after adequate counseling.

### EXPENSES AND PAYMENTS

See page 23. No special laboratory or breakage fees are required.



**CREDIT**

All Technical courses taken at Franklin Technical School receive junior college credit and may apply toward the requirements for the Missouri Southern College Associate in Technology degree.

**REQUIREMENTS FOR GRADUATION**

Upon completion of the prescribed courses as stated in the catalog, the student will be eligible for graduation.

**EVENING CLASSES**

Evening classes will be offered in any of the technical courses in which there is a sufficient number enrolled to justify a class.

**ELECTRONIC TECHNOLOGY**

The Electronic Technology is in an area having facilities for 20 students at one time in the laboratory and a class area for lectures and demonstrations. The equipment consists of the Philco Electronics Training Course, Oscilloscopes, Volt Meters, Ohm Meters, Signal Generators and Tube Testers and many pieces of circuit testing instruments.

**MECHANICAL TECHNOLOGY**

At Franklin Technical School, a completely modern-equipped industrial type drafting room is available with drafting machines, special drafting tables, and many industrial drafting aids. These make it possible for the student to develop skills on specialized or industrial-type equipment. The machine shop is recognized as one of the most modern school-equipped shops in the midwest. Sufficient numbers of industrial-type machines are available in the area of lathes, vertical mills, horizontal mills, shapers, drill presses, surface, interior and external machine grinders, and special machines such as radial drills, turrets, and profile machines to equip students with technical operational skills and information.

**ELECTRONIC TECHNOLOGY**

**Degree: Associate in Technology**

**1. Courses required for Electronic Technology:**

*Basic Technical Mathematics 110 .....	No. Credit
English 1 and Technical Report Writing 131 .....	5 sem. hours
Technical Mathematics 111 or Algebra and Trigonometry 5 .....	3-5 sem. <u>hours</u>
Technical Mathematics 112 or Analytic Geometry and Calculus 14 .....	3-5 sem. hours

\*Basic Technical Mathematics is for students who do not have adequate mathematical background.



Technical Drafting or Engineering	
Drawing 1 .....	2-3 sem. hours
Graphic Analysis 115 .....	3 sem. hours
Technical Sheet Metal 170 .....	3 sem. hours
Technical Electronics Courses 140, 141, 142, 143, 144, 145, 146, 148, 149 .....	45 sem. hours
United States Government 11 and State Government 10 .....	5 sem. hours
Technical Science 190 or Elementary College Physics 1 .....	3-5 sem. hours
Research Report 191 .....	1 sem. hour
Physical Education .....	2 sem. hours

## 2. Suggested order of study:

### FRESHMAN YEAR

#### First Semester

Technical Mathematics 111 .....	3 hours
or	
Algebra and Trigonometry 5 .....	5 hours
Technical Drafting 120 .....	3 hours
or	
Engineering Drawing 1 .....	2 hours
English 1 .....	3 hours
Technical Sheet Metal 170 .....	3 hours
Electronics and Electrical Fundamentals 141 .....	6 hours
Physical Education .....	1 hour
	<u>19-20</u>

#### Second Semester

Technical Mathematics 112 .....	3 hours
or	
Analytic Geometry and Calculus 14 .....	5 hours
Technical Report Writing 131 .....	2 hours
Graphic Analysis 115 .....	3 hours
Basic Electronics 142 .....	6 hours
Time Varying Circuits 143 .....	3 hours
Physical Education .....	1 hour
	<u>18-20</u>

### SOPHOMORE YEAR

#### First Semester

Technical Science 190 .....	3 hours
or	
Elementary College Physics 1 .....	5 hours
United States Government 11 .....	3 hours
Circuit Tracing 144 .....	3 hours
Electronic Circuit Design and Analysis 145 .....	6 hours
Transmitter Theory and Operation 146 .....	6 hours
	<u>21 or 23</u>

#### Second Semester

Research Report 191 .....	1 hour
State Government 10 .....	2 hours
Ultra High Frequency and Microwaves 140 .....	6 hours
Television Circuits 148 .....	3 hours
Industrial Electronics 149 .....	6 hours
	<u>18</u>



**MECHANICAL TECHNOLOGY****Degree: Associate in Technology****1. Courses required for Mechanical Technology:**

*Basic Technical Mathematics 110 .....	No Credit
English 1 and Technical Report Writing 131 ..	5 sem.hours
Technical Mathematics 111 or Algebra and Trigonometry 5 .....	3-5 sem. hours
Technical Mathematics 112 or Analytic Geometry and Calculus 14 .....	3-5 sem. hours
Technical Drafting 120 or Engineering Drawing 1 .....	3-2 sem. hours
Technical Machine Courses 161, 162, 163, 164 and 122 .....	27 sem. hours
United States Government 11 and State Government 10 .....	5 sem. hours
Technical Science 190 or Elementary College Physics 1 .....	3-5 sem. hours
Research Report 191 .....	1 sem. hour
Technical Drafting 121 .....	3 sem. hours
Technical Welding 180 .....	3 sem. hours
Quality Control Methods 165 .....	3 sem. hours
Strength of Materials 166 .....	3 sem. hours
Production Planning and Process 167 .....	3 sem. hours
Physical Education .....	2 sem. hours

\*Basic Technical Mathematics is for students who do not have adequate mathematical background.

**2. Suggested order of study:****FRESHMAN YEAR****First Semester**

Technical Mathematics 111 .....	3 hours
or	
Algebra and Trigonometry 5 .....	5 hours
Technical Drafting 120 .....	3 hours
or	
Engineering Drawing 1 .....	2 hours
English 1 .....	3 hours
Technical Sheet Metal 170 .....	3 hours
Technical Machine Oper. 161 .....	6 hours
Physical Education .....	1 hour

19-20

**Second Semester**

Technical Mathematics 112 .....	3 hours
or	
Analytic Geometry and Calculus 14 .....	5 hours
Technical Report Writing 131 .....	2 hours
Graphic Analysis 115 .....	3 hours
Technical Machine Oper. 162 .....	6 hours
Technical Drafting 121 .....	3 hours
Physical Education .....	1 hour

18-20



## SOPHOMORE YEAR

## First Semester

Technical Science 190 .....	3 hours
or	
Elementary College Physics 1 .....	5 hours
Technical Welding 190 .....	3 hours
United States Government 11 .....	3 hours
Technical Machine Oper. 163 .....	6 hours
Strength of Materials 166 .....	3 hours

18 or 20

## Second Semester

Research Report 191 .....	1 hour
State Government 10 .....	2 hours
Technical Machine Oper. 164 .....	6 hours
Technical Machine Design 122 .....	3 hours
Quality Control Methods 165 .....	3 hours
Production Planning and Processes 167 .....	3 hours

18

## COURSE DESCRIPTIONS

**Industrial Power Distribution 90** (f and w). A lecture course on basic fundamentals of wiring electric circuits, voltage selection and regulation, power factor improvement, protection and control devices, preventive maintenance, system planning and equipment selection and grounding. 2 hours.

**Basic Technical Mathematics 110** (f and w). A basic course for students who do not have credit in algebra and geometry. It cannot be substituted for Technical Mathematics 111. No Credit.

**Technical Mathematics 111** (f and w). Review of basic mathematics, algebra, and the fundamental concepts of trigonometry; use of tables, solution of right triangles, with emphasis on application of mathematics to problems in electronics and mechanics. 3 hours.

**Technical Mathematics 112** (w). Mathematics used in solving problems involving vectors and harmonic motion; complex notation and vector algebra; graphic methods used in solving problems relating to slope and rate of slope change; some basic calculus, including limits, differentiation, and integration. 3 hours.

**Technical Drafting 120** (f). Designed for students with limited experience in drafting. Use of templates, drafting machines and fundamental practices; electrical circuit drawing terms, symbols and standards. One hour lecture, two 2-hour laboratory periods per week. 3 hours.

**Technical Drafting 121** (w). Prerequisite, Technical Drafting 120 or Engineering Drawing 1. Application of drafting techniques in respect to tolerance; threads, fasteners and springs; working drawings; axonometric projection; oblique projection, gearing, cams and technical engineering graphics. Laboratory 6 hours per week. 3 hours.

**Graphic Analysis 115** (w). Graphic representation and graphic analysis. Layout methods used in pattern and template work, graphs, charts, and plots with an introduction to descriptive geometry and graphic calculus. Lecture one hour and laboratory two hours per week. Prerequisites, Technical Drafting 120, and Technical Mathematics 111, or equivalent. 3 hours.



**Technical Sheet Metal 170 (f).** An introductory course required for all students in technical courses, designed to provide skills in use of tools and machines as applied to light metals; special emphasis on soldering and layout. One hour lecture and 5 hours laboratory per week. 3 hours.

**Technical Welding 180- (f and w).** Introductory course required of all metal technical students. Basic principles for oxyacetylene welding, cutting and electric arc welding will be given. One hour lecture and five hours laboratory per week. 3 hours.

**Technical Science 190 (f).** Graphical and mathematical analysis of forces, laws of motion machines, mechanical power, fluid mechanics, and external conductivity. Course work is extremely practical in nature with the emphasis on applied problems. Lecture 3 hours, laboratory 3 hours per week. 3 hours.

**Research Report (Special Problem) 191 (w).** Individual assignment to develop apparatus of special interest to the student with the instructor's approval. Frequent conferences between student and adviser will serve to guide the student's progress and the preparation of his report. This course may consist of library research dealing with the field of electronics or mechanics. The report should follow an accepted form of presentation. Laboratory 6 hours. 1 hour.

**Technical Report Writing 131 (w).** Techniques of collecting and presenting scientific data, informal reports and formal reports. Forms and procedures for technical reports are studied and a pattern is established for all formal reports to be submitted in this and other courses. Prerequisite, English 1. 2 hours.

**Ultra High Frequency and Microwave 140 (f).** Line sections, wave guides and cavities; UHF tubes and oscillators; klystrons, magnetrons and traveling-wave tubes; microwave systems. Prerequisites, 141, 142 and 143. Three hours lecture and six hours laboratory per week. 6 hours.

**Electronics and Electrical Fundamentals 141 (f).** Includes basic physics of the electron, electro units, and Ohm's Law, resistance combinations, meter connections, magnetism and magnetic circuits and electric power. Characteristics of electric conductors, inductance and capacitance. Lecture 3 hours and laboratory a minimum of 3 hours per week. 6 hours.

**Basic Electronics Concepts and Circuits 142 (w).** Introduction to the technical concepts of electronic components and circuits. Principles of vacuum tubes and transistors; tuned circuits and basic circuits for power supplies, detectors, amplifiers and oscillators; radio receivers, use of basic testing devices and measuring instruments. It is designed to follow Electronics and Electrical Fundamentals 141, and should be taken concurrently with Time Varying Circuits 143. Lecture 3 hours and laboratory a minimum of 3 hours per week. 6 hours.

**Time Varying Circuits 143 (w).** Characteristics of alternating current waves and time varying circuits; analyzing the behavior of alternat-



ing current components, phase and power factor; power measurement under balanced and unbalanced conditions; application of vector algebra in the analysis of series and parallel combinations of impedance. Lecture 3 hours, laboratory 6 hours per week. 3 hours.

**Circuit Tracing 144 (f).** Study of layout and representation. Problems in circuit design involving switches, relays and electronic components. Concentration of schematic representation of electronic equipment apart from the specific schematic diagrams for purpose of analysis and study. Prerequisite, Basic Electronics Concepts and Circuits 142. Lecture 1 hour, laboratory 3 hours per week. 3 hours.

**Electronics Circuit Design and Analysis 145 (f).** Acoustics and electro-acoustic devices; sound recording, design and testing of voltage and power amplifiers; inverse feedback, transistor amplifiers, computer circuits. A composite course covering several applications of electronics. The units covered are common to many fields of electronics and should be considered basic to the needs of an electronic technician. Prerequisite, Basic Electronics Concepts and Circuits 142. Lecture 3 hours and laboratory 6 hours per week. 6 hours.

**Transmitter Theory and Operation 146 (f).** Amplitude modulation and frequency oscillators and power amplifiers, antennas, modulation and radio-frequency measurements. Requirements for Government radio-operator licenses; electromagnetic transmissions and communication application. Prerequisite, Basic Electronics Concepts and Circuits 142. Lecture 3 hours, laboratory 6 hours per week. 6 hours.

**Television Circuits 148 (w).** Principles of television transmission and reception, with emphasis on circuits for pulseshaping that are used in other electronic applications; picture scanning synchronization, video amplifiers, colored television and industrial closed-circuit systems. The emphasis throughout this course is on circuit analysis and the behavior of wave-shaping circuits and not on T V servicing. Prerequisite, Transmitter Theory and Operation 146. Lecture 3 hours, laboratory 3 hours per week. 3 hours.

**Industrial Electronics 149 (w).** Time constant and electronic timing circuits; photo electric controls; welder and motor controls; saturable reactors and magnetic amplifiers; synchro and servomechanisms; induction and dielectric heating; radiation detection; applications in the field of industrial control and automation; combination of electrical, electronic, magnetic and mechanical principles. Prerequisite, Basic Electronics Concepts and Circuits 142. Lecture 3 hours, laboratory 6 hours per week. 6 hours.

**Technical Machine 161 (f).** Principles underlying all metal cutting operation, measuring tools, and lathe tool grinding. The major portion of laboratory practice will be fundamental operation of the engine lathe. Vertical and radial drill press operation will be included. Lecture 3 hours laboratory 6 hours per week. 6 hours.

**Technical Machine 162. (w).** A continuation of technical information and laboratory experience; special skills in operation of the en-



gine lathe, turret lathe operation; tooling and set up of actual production job. Prerequisite, Technical Machine 161, or qualifying previous machine experience. Lecture 3 hours, laboratory 9 hours per week. 6 hours.

**Technical Machine 163** (f). Technical information in layout, planning process and its general application. Milling flat, curved and irregular surfaces, use of index head, and special gear calculation and cutting. Shaper set up and use will be offered. Prerequisite, Technical Machine 161 and 162, or qualifying previous machine experience. Lecture 3 hours, laboratory 9 hours per week. 6 hours.

**Technical Machine 164** (w). Technical information pertaining to tool steels, materials and heat treatment of various metals. The laboratory will provide experiences on grinders, surfacers, cylindrical, internal grinders, grinding milling cutter and reamers. Lecture 3 hours, laboratory 6 hours per week. 6 hours.

**Technical Machine Design 122** (f). A study of manufacturing processes as they affect the designer; tolerances and allowances, springs, cutting tools, welding fabrication; punch and die design; elementary jig and fixtures; gages and gage design; practical design of jigs and fixtures, cam design; and turret-lathe tooling. A selected design will be built in the machine shop by the designer. Lecture and laboratory 6 hours per week. Prerequisite, Technical Machine 162 or 163, Technical Drafting 121 or qualified previous experience. 3 hours.

**Production Planning and Processes 167** (w). Use of the operation sheet as applied to machine manufacturing. Emphasis is placed on modern production and process engineering methods, and their application to management and production planning. A study of purchasing, production control system, time study, and the use of electrical, mechanical, pneumatic and hydraulic controls to provide for automation. Lecture 3 hours, laboratory 3 hours. 3 hours.

**Strength of Materials 166** (f). Important principles of mechanics used in strength of materials; center of gravity; stress and relationships; thin-walled cylinders and spheres; shear bending movements; deflection of simple beams; applied loads; columns stresses and fatigue strengths. Lecture 1 hour, laboratory 2 hours. 3 hours.

**Quality Control Methods 165** (w). Study and observation of local plant quality control system. Problem of product quality and ways to improve quality practices; use of measuring instruments and procedure check methods. Lecture 2 hours, laboratory and plant visitations 4 hours. 3 hours.



# INDEX TO CATALOG, 1965-66

## —A—

Accounting .....	61
Accreditation .....	13
Acting, Beginning .....	53
Activities, Student .....	25
Participation in School .....	
Activities .....	25
Administration, Officers of ..	7
Admission .....	19
Freshman Class ... 18 and 23	
Hearers .....	20
Permits to Enroll .....	19
Sophomore Class .....	23
Special Students .....	19
Technical Division .....	70
Transfer Students .....	19
Veterans .....	19
Adult Education .....	13
Advanced Standing .....	20
Advertising .....	62
Agriculture Curriculum .....	30
Aid to Students .....	17
Algebra .....	54
Analysis, Qualitative .....	58
Quantitative .....	59
Analytic Geometry & Calculus .....	55
Anatomy and Physiology .....	57
Arithmetic, Business .....	61
Armed Services .....	13
Art .....	64, 65
Arts and Science Curriculum	32
Assembly .....	16
Athletic Field and Gymnasium .....	14
Athletics .....	18
Attendance .....	22

## —B—

Board of Trustees .....	5
Botany, General .....	57
Buildings and Grounds .....	13
Bus. Administration Curriculum .....	33
Business Courses .....	61
Business Curriculum (one year) .....	34
Business Curriculum (two year) .....	35
Business, Introduction to .....	61
Business Law .....	62

## —C—

Cafeteria .....	16
-----------------	----

Calendar for 1965-1966 .....	6
Changes in Schedule .....	22
Chart, The .....	29
Chemistry .....	58
Chemistry, Organic .....	59
Children's Literature .....	53
Circle K Club .....	28
Class Attendance .....	22
College Choir .....	65
College Players .....	27
Collegiate Council for United Nations .....	25
Commerce Courses .....	61
Counseling .....	14
Course Numbers .....	52
Credits, Explanation of .....	52, 69
Crossroads, The .....	29
Culture, General .....	38

## —D—

Degrees .....	20
Deficiencies, Scholastic .....	22
Dental Curriculum .....	36
Description of Courses .....	52
Directing, Beginning .....	53
Directory, Student .....	29
Dramatic Interpretation .....	53
Drawing, Engineering .....	55

## —E—

Economics, General .....	60
Electronic Technology .....	71
Elementary Education Curriculum .....	50
Secondary Education Curriculum .....	51
Engineering Curriculum .....	37
Engineer's Club .....	26
English and Speech ... 52 & 54	
Business Communications .	61
Exposition .....	52
Survey of Journalism .....	52
Literature .....	52, 53
Enrollment Permits .....	19
Entrance .....	19
Admission .....	19
Transfer .....	19
Late Registration .....	24
Requirements .....	20
Equipment, General .....	13
Cafeteria .....	16
Grounds and Buildings ...	13
Library .....	14
Gymnasium and Athletic Fields .....	14



# INDEX

Evening Classes .....	13, 71
Examinations .....	15
Advanced Standing .....	20
Guidance .....	15
Expenses and Payments .....	23
Living Quarters for Students .....	14
Tuition and Fees .....	23

## —F—

Faculty .....	7
Family, The .....	61
Fees .....	21
Tuition .....	23
Registration .....	23
Activity .....	23
Matriculation .....	23
Textbook Rental .....	23
Textbook Deposit .....	23
Music .....	24
Laboratory .....	24
Late Registration .....	24
Change in Program .....	24
Transcript .....	24
Refund of Fees .....	24
Franklin Technical School .....	13
French .....	53
Freshmen .....	23

## —G—

General Culture Curriculum .....	38
General Information .....	12
Geometry, Descriptive .....	55
Geometry, Plane and Solid .....	55
German .....	54
Government, United States and State .....	60
Grade Reports .....	21
Grading .....	21
Graduation Requirements .....	20
Physical Education .....	68
Scholastic .....	20
Grounds and Buildings .....	13
Guidance .....	15

## —H—

Handbook, Student .....	29
Health and Physical Education .....	68
History .....	60
History of College .....	12
Honors .....	21
Hours, Definition of .....	52
Human Relations in Personnel Management .....	62
Housing .....	14

Hygiene .....	67
---------------	----

## —I—

Information, General .....	12
Instructors .....	8
International Relations .....	60

## —J—

Journalism Curriculum .....	39
-----------------------------	----

## —L—

Languages .....	53
French .....	53
German .....	54
Spanish .....	54
Law Curriculum .....	40
Library .....	14
Literature .....	52
Living Quarters .....	14
Loans to Students .....	17
Location of the College .....	12

## —M—

"Math" Club .....	27
Mathematics .....	54
Medical Technology .....	73
Medical Curriculum .....	41
Medical Technologist Curriculum .....	42
Modern Language Club .....	27
Music .....	43
Activities .....	65
Applied Curriculum .....	43
Courses .....	65
Masterpieces .....	68
Theory .....	68

## —N—

N.E.A.; Student .....	26
New Students Instructions for .....	19
Nursing Curriculum .....	31

## —O—

Office Machines .....	64
Optometry Curriculum .....	45
Organizations, Student .....	25

## —P—

Permits to Register .....	17
Pharmacy Curriculum .....	46
Phi Theta Kappa .....	26
Physical Education Courses .....	68
Physical Education Curriculum .....	77
Physical Science Fundamentals of .....	59



# INDEX

Physical Therapy	
Curriculum	48
Physics	59
Placement	17
Play Production	53
Players, College	28
Political Science	60
Probation	22
Psychology	56
Adolescents	56
Applied	57
Child	56
Educational	56
General	56
Personal Adjustment	57
Public School Music	65
Public Speaking	53
Purposes of the College	12
Publications	29

## —Q—

Qualitative Analysis	58
Quantitative Analysis	59

## —R—

Refund of Fees	24
Registration Dates	6
Student Activities	25
Participation in Activities	25
Regulations, Grades and	
Degrees	21
Schedules	30
Credits and Hours	52
Grading	21
Scholastic Requirements	22
Class Attendance	22
Degrees	20
Changes in Program	22

## —S—

Salesmanship	62
Schedule of Courses	30
Scholarships	15
Science Courses	60
Secondary Education	
Curriculum	51
Secretarial Courses	62
Secretarial Procedures	64
Secretary, Curriculum	
for	34, 35

Selective Service	13
Semester Hour	52
Shorthand	63
Slide Rule	55
Social Science	60
Social Work Curriculum	49
Sociology	61
General	61
The Family	61
Introduction to Social	
Work	61
Spanish	64
Special Students	19
Speech	53
Stagecraft	53
Statistics	56
Student Activities	25
Student Cabinet	25
Student Personnel Services	14
Student Senate	25
Student Transfers	19

## —T—

Table of Contents	3
Teacher- Training	
Elementary Level	50
Secondary Level	51
Technical Education	70-77
Technical School	12, 13
Theatre, Introduction to	53
Theory (Music)	66
Transcript	24
Transfer Students	19
Trigonometry	54
Tuition and Fees	23
Typewriting	63

## —V—

Veterans	13
----------	----

## —W—

Withdrawals	22
-------------	----

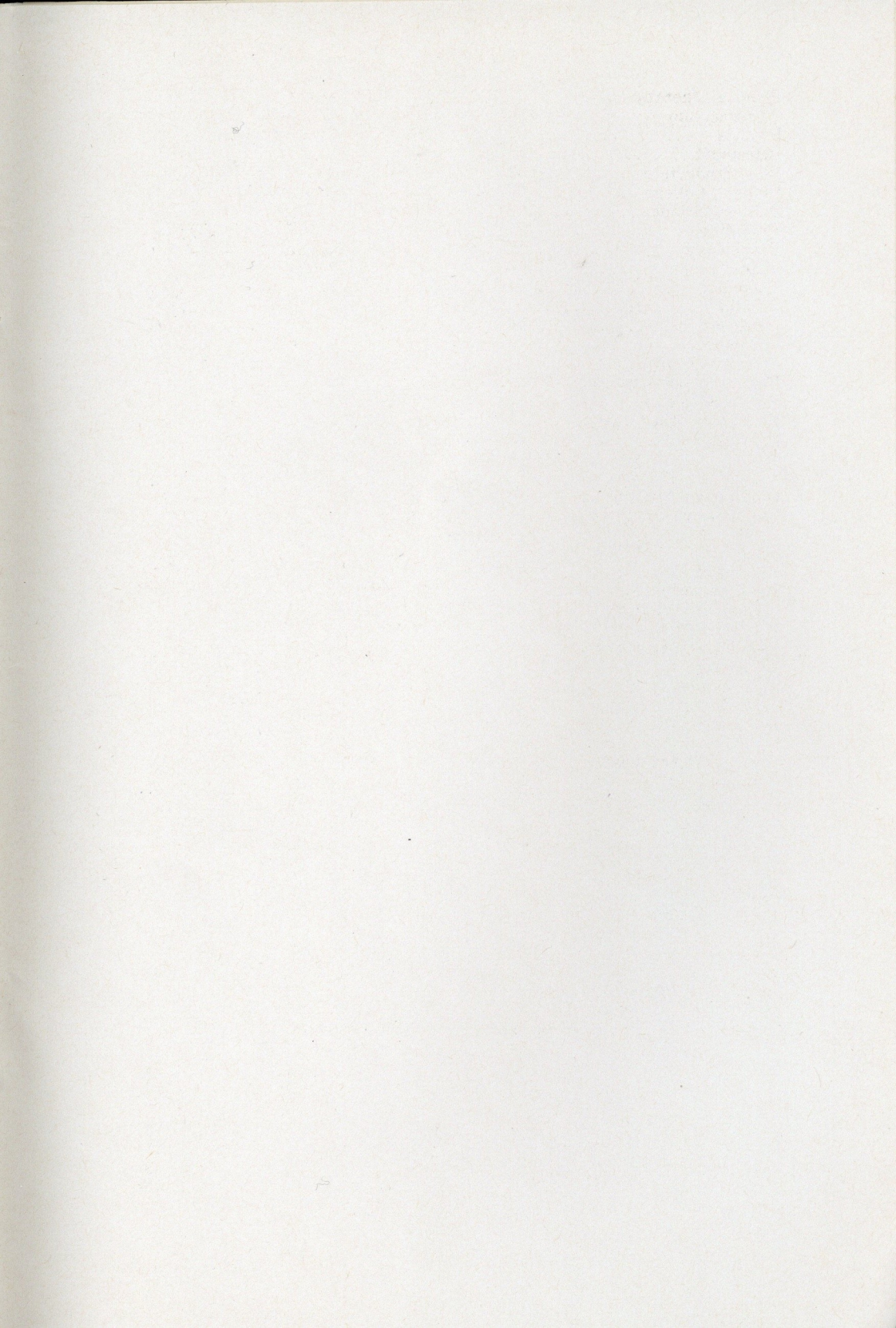
## —Y—

Year, College	6
Young Democrat's Club	28
Young Republican's Club	28
Y. W. C. A.	26

## —Z—

Zoology, General	57
------------------	----







MISSOURI SOUTHERN COLLEGE

1965—1966